

Clayton SEPAG Action Sheet – Agenda and Minutes

Members Present: _____ Today's Date: 12/05/2019

Recorder: Greg Esposito Date/Time/Place of Next Meeting: _____

| Agenda Item | Person Initiating | Summary of Discussion/Task List | Action Decision | Person to Follow Up | Target Date Completion |
|---|-------------------|---------------------------------|---------------------------------------|---------------------|------------------------|
| Find speakers/information session providers | Greg Esposito | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Possible Agenda Items for Next Meeting: | | | Odds and Ends List Next Meeting Date: | | |
| 1. 2. 3. 4. 5. | | 1. 2. 3. 4. 5. | | | |