

Records Management Process Improvement Check In Meeting Agenda

Date & Time: Tuesday, April 5, 2016; 9:00 AM – 10:00 AM

Location: 505 E. Green St., room 201

Purpose of the Meeting: Check on status of project action plan items

Attendees

Person A	Person E
Person B	Person F
Person C	
Person D	

Agenda

	Topic	Leader	Start Time
1	Item 1 from Action Plan	Person B	
2	Item 2 from Action Plan	Person F	
3	Items 3-6 from Action Plan	Person A	
4	Item 7 from Action Plan	Person D	

Action Items

	Topic	Leader	Time
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			