**BETA COMMITTEE MEETING MINUTES**

**Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_**

**THOSE IN ATTENDANCE:**

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**KEY DATES:**

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| --- | --- | --- |
| **Date** | **Purpose** | **Notes** |
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**ACTION PLANS:**

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| --- | --- | --- |
| **What** | **By When** | **Who** |
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**OTHER NOTES/DISCUSSION:**

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**QUESTIONS/NEEDS FOR BETA SPONSORS:**

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