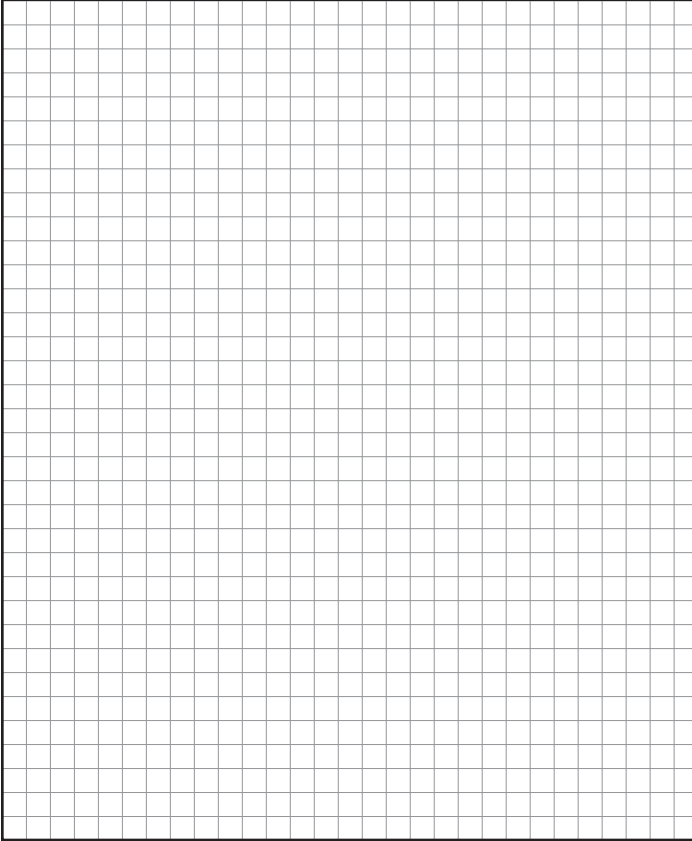


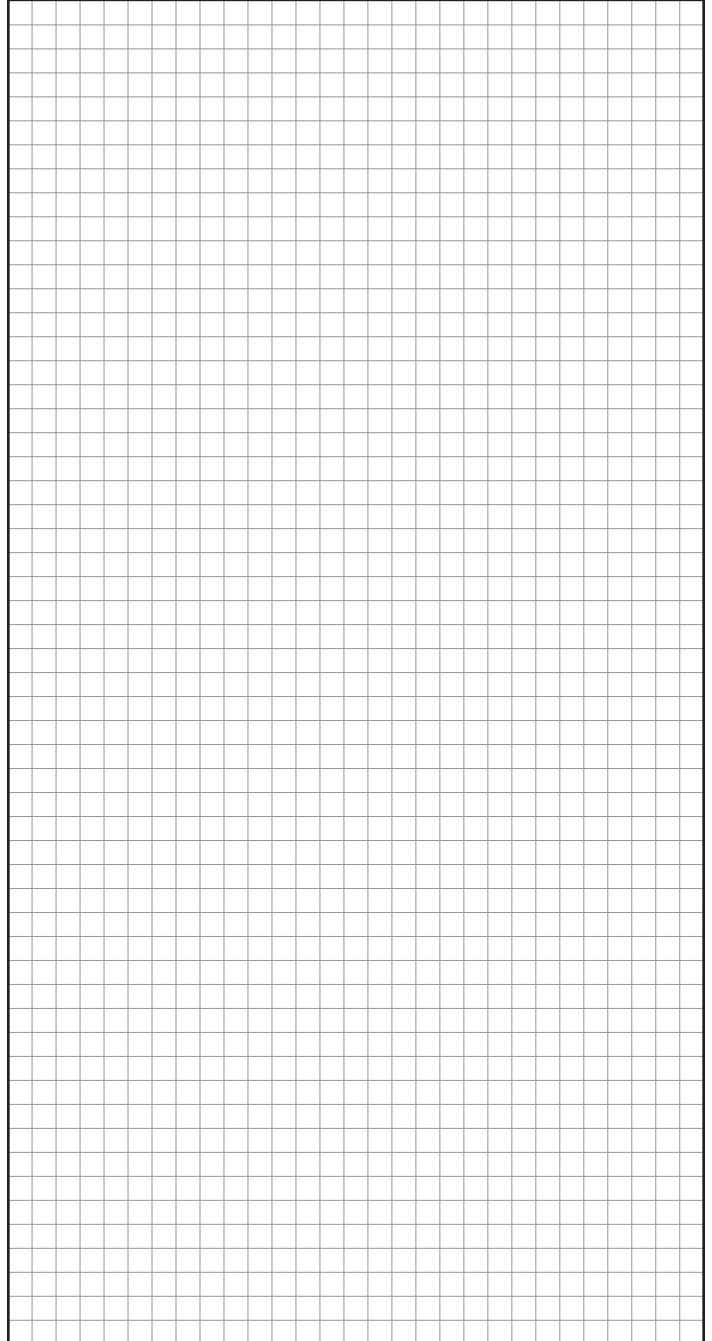
**WHO:** \_\_\_\_\_

**WHEN:** \_\_\_\_\_

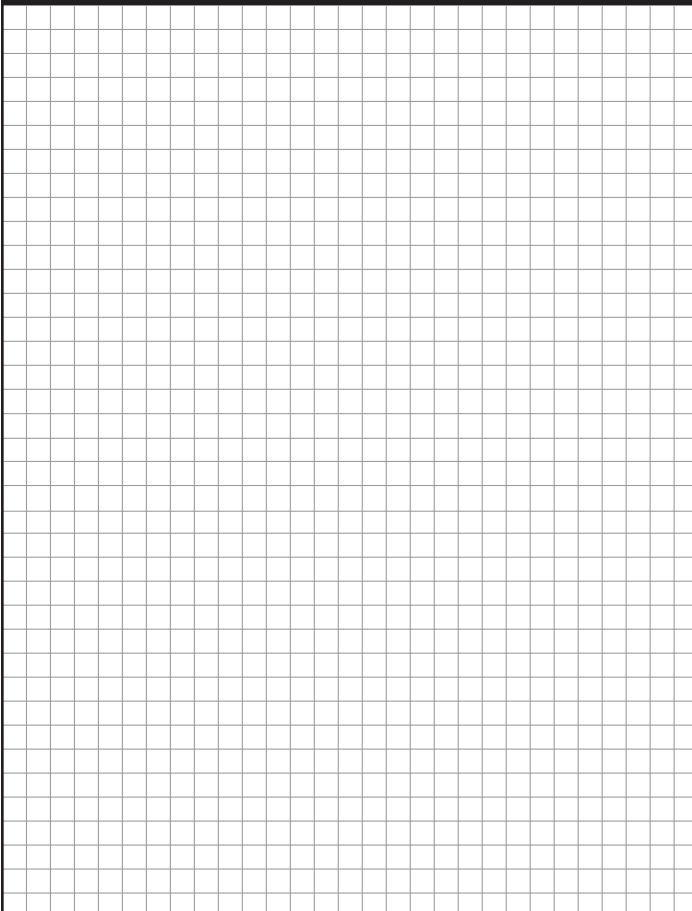
**What they have to say:**



**What I want to talk about:**



**Action items for them:**



**Action items for me / miscellaneous:**

