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Administrative Tasks

• Blue Sheets
• Note Takers
• Jabber Scribe
# Agenda

**Tuesday, November 15, 2011; 1710 – 1810**

<table>
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<th>Time</th>
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<th>Presenter</th>
<th>Topic</th>
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<td>Chairs</td>
<td>Agenda, Status, and Summary</td>
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