

**Meeting Purpose:**  
**Date/Start Time:**  
**Room/WebEx:**

**End Time:**

Handouts:	Facilitator:	Notes Taken By:
	Participants:	
	Optional:	

Topic:	Notes:

R.A.I.D.

Risks, Actions Items, Decisions

RAID	Assigned to:	Department/Business Unit	Notes:	Date Assigned	Target Date	Date Completed

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