

**UNIVERSITY OF WASHINGTON  
Facilities Services - Shop/Unit Meeting Record**

\_\_\_\_\_

(Month)

Shop/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Conducted By: \_\_\_\_\_

**ATTENDEES  
(Please Print)**

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**Topics Covered**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Video(s): \_\_\_\_\_

Guest Speaker(s): \_\_\_\_\_

Other: \_\_\_\_\_