

## REQUEST FOR WORK GROUP AGENDA ITEM

For meeting on: \_\_\_\_\_

Your name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

FYI ITEM

DISCUSSION ITEM

**FYI Items:** Announcements, updates, meeting confirmations, etc. that are submitted ahead of time electronically to be shared as a hand-out and dropped into meeting minutes as presented.

**Discussion Items:** Introduction of tops or issues for feedback, brainstorming or process.

Topic: \_\_\_\_\_

Electronic copy attached: \_\_\_\_\_

Amount of time requested: \_\_\_\_\_

Or will be received by: \_\_\_\_\_

Which Work Group: \_\_\_\_\_

Intended outcome: \_\_\_\_\_

**DISCLAIMER:** Submitting this form does not guarantee that you will be included on the next agenda. Due to time constraints, we may not be able to accommodate your request.

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