**Sample Meeting Schedule:** Where do we hold meetings? A table to keep track of the monthly coalition meetings throughout the year. To be used by coalitions to track and organize coalition meeting dates, times, and locations.

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**20XX MEETING SCHEDULE**

[COALITION NAME] General Meetings will be held on the X DAY of the month at [TIME] and will last one hour.

Meeting locations will alternate between local organizations and community spaces. The meeting schedule will be sent by the first week of December the preceding calendar year and will be published on our website, social media, and all meeting agendas.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Organization** | **Address** | **Room** |
| *1/14/2017* | *Local WIC Agency* | *123 Main Street*  *Anytown, MI 54321* | *Conference Room 1* |
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