**Day, Month/Date, Year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arrival Time** | **Session** | **Debrief** | **Topic/Event** | **Attendees** |
| 8:20 - 8:30 AM | 8:30 - 9:30 AM | 9:30 - 9:40 AM |  |  |
| 9:20 - 9:30 AM | 9:30 - 10:45 AM | 10:45 - 10:55 AM |  |   |
| **10:45 - 11:00 AM BREAK** |
| 10:45 - 11:00 AM | 11:00 - 12:00 PM | 12:00 - 12:10 PM |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arrival Time** | **Session** | **Debrief** | **Topic/Event** | **Attendees** |
| 11:50 - 12:00 PM | 12:00 - 1:00 PM | 1:00 - 1:10 PM |  |  |
| 12:50 - 1:00 PM | 1:00 - 2:00 PM | 2:00 - 2:10 PM |  |  |
| 2:00 - 3:30 PM **BREAK** |
| 3:20 - 3:30 PM | 3:30 - 4:00 PM | 4:00 - 4:10 PM |  |  |

**Day, Month/Date, Year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arrival Time** | **Session** | **Debrief** | **Topic/Event** | **Attendees** |
| 10:50 – 11:00 AM | 11:00 – 11:30 AM | 11:30 – 11:40 AM |  |  |