



<Meeting Name> Meeting Minutes and Participants



Meeting Information

Meeting Name:	
Date:	Month D, YYYY
Time:	## - ##:## <a.m., p.m.>
Location:	
Meeting Facilitator:	
Meeting Scribe:	
Meeting Objective:	

Attendees

✓	NAME	AGENCY/ORGANIZATION	✓	NAME	AGENCY/ORGANIZATION
		AHCA			<Vendor (ex. EDW Vendor)>

✓=in attendance T=via teleconference

FX Procurement Integrity Statement: *The Agency’s FX program is an ongoing process that involves the preparation of specifications for upcoming contracts. To protect the competitive nature of FX procurements, the Agency will not have any discussions related to the scope, evaluation, or negotiation of any current or future procurement with vendors or their representatives, other than the Agency’s SEAS Vendor, IV&V Vendor, and IS/IP Vendor, who are precluded from bidding on future FX contracts. Procurements are subject to § 287.057(25), Florida Statutes, between the release of the solicitation and the end of the 72-hour period following the Agency posting the notice of intended award.*

Meeting Minutes

TOPIC	PRESENTER
Introduction(s) and Meeting Purpose	
Review Action Items and Decisions	

Meeting Action Items



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#	DESCRIPTION
1.	
2.	
3.	
4.	

Attachments

#	DESCRIPTION
1.	
2.	