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**180 Technology Parkway NW, Peachtree Corners, GA 30092**

**404-636-8400**

**DRAFT**

# TC/TG/MTG/TRG MINUTES COVER SHEET

**(Minutes of all Meetings are to be distributed to all persons listed below within 60 days following the meeting.)**

TC/TG/MTG/TRG No. DATE

TC/TG/MTG/TRG TITLE

DATE OF MEETING LOCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEMBERS PRESENT | YEAR APPTD | MEMBERS ABSENT | YEAR APPTD | EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE |
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| **DISTRIBUTION: *All Members of TC/TG/MTG/TRG plus the following:*** |
| TAC Section Head: | SHx@ashrae.netWhere x is the section number |
| All Committee Liaisons As Shown On TC/TG/MTG/TRG Rosters (Research, Standards, ALI, etc.) | See ASHRAE email alias list for needed addresses. |
| Steve Hammerling,Assistant Manager of Research & Technical Services | AMORTS@ashrae.net |

Note: These draft minutes have not been approved and not the official, approved record until approved by the TC.