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# 1791 Tullie Circle, N.E./Atlanta, GA 30329

**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

|  |  |  |  |  |  |  |
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| 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.net  Where 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. | | |
| Mike Vaughn,  Manager Of Research & Technical Services | | | | MORTS@ashrae.net | | |

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