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| Selection of Interview candidates Agenda | | |
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| Location: | Conference Rm A |  |
| Date: | April 15, 2019 |  |
| Time: | **4-5 p.m.** |  |
| Facilitator: | Jason Lewis, |  |

Goal: To review the shortlisted candidates for the position of web developer and decide on three candidates to interview.

# Agenda Items

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|  | 4 – 4:10 | Introduction of committee members |  |
|  | 4:10 – 4:45 | Presentation of shortlisted candidates   * Each member presents list of candidates |  |
|  | 4:45 – 5:20 | Candidates are selected for the interview   * Top three candidates to be chosen |  |
|  | 5:20 – 5:30 | Possible dates for the interview are selected |  |
|  | 5:30  (Williams, 2022) | Meeting adjourned |  |