

APTF Meeting Notes Template

Meeting Date

Check the [ToIP Calendar](#) for meeting dates.

Zoom Meeting Link / Recording

- (This link will be replaced with a link to the recording of the meeting as soon as it is available)

Attendees

Main Goal of this Meeting

TBD

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
5 min	• Start recording • Welcome & antitrust notice • Introduction of new members • Agenda review	Chairs	• Antitrust Policy Notice: Attendees are reminded to adhere to the meeting agenda and not participate in activities prohibited under antitrust and competition laws. Only members of ToIP who have signed the necessary agreements are permitted to participate in this activity beyond an observer role. • New Members:
5 mins	Review of action items from previous meeting	Chairs	
5 mins	Announcements	TF Leads	News or events of interest to Attraction Pass Task Force members: • -
20 mins	Special topic #1		
15 mins	Special topic #2		
5 mins	Any other business		
5 mins	• Review decisions /action items • Planning for next meeting	Chairs	

Screenshots/Diagrams (numbered for reference in notes above)

#1

Decisions

- Sample Decision Item

Action Items

- ☐ Sample Action Item