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**9th Annual State of Delaware Hazardous Materials Training Workshop**

**Planning Committee Meeting #7**

**Mill Creek Fire Station 21**

**Tuesday, February 16, 2016**

**2:30 PM – 4:30 PM**

**Agenda**

1. Call to Order
2. Meeting agenda approval
3. Previous meeting minutes approval
4. Update of Sponsor/Exhibitor commitment/participation
5. Review of action items from 1/12/2016 meeting
6. Registration status
7. Workshop preparation: Develop checklist, assign responsibility and agree completion dates for outstanding items
8. Any other business
9. Next meeting date
10. Adjournment

**In accordance with 29 Del. C. §10004(e) (2), this Agenda was posted at least seven (7) days in advance of the meeting. This Agenda is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting. Agenda items listed may be considered out of sequence.**