# **MEETING MINUTES**

| **Project Name:** |  |
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| **Date of Meeting:**  |  | **Time:** |  |
| **Minutes Prepared By:** |  | **Location:** |  |

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| 1. Meeting Objectives |
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| 2. Attendance at Meeting  |
| **Name** | **E-mail** | **Phone** | **Signature** |
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| 3. Agenda and Notes, Decisions, Issues  |
| **Topic** | **Owner** | **Time** |
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| 4. Action Items  |
| **Action** | **Owner** | **Due Date** |
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| 5. Next Meeting (if applicable) |
| **Date:**  |  | **Time:**  |  | **Location:**  |  |
| Objective:  |  |