# Meeting Minutes

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| --- | --- |
| Project #: | Date: |
| Project Name: | Planner/Project Manager: |

Place:

Time:

Date:

Purpose:

Attendees are noted with an “X”

Distribution to Persons Noted with an “●“

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|  |  | **Name** | **Company** |
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| **Item No.** | **Description** | **Responsible** |
|  | *Discussion* |  |
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|  | *Previous Open Action Items* |  |
|  | None |  |
|  | *Closed Action Items* |  |
|  | None |  |

**Next Meeting:**

End of Meeting Minutes

The preceding is our understanding of the subject matter covered in this conference. If this differs from your understanding, please notify us in writing within two days.

Submitted by: