Project Meeting Minutes

**Meeting Minutes**

Date:

Location:

List of Attendees:

Key issues or discussion:

* Discussion item 1 –
* Discussion item 2 –
* Discussion item 3 –
* Discussion item 4 –

Action Items:

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Action Item | Person Responsible | Date Due | Submit Results To |
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Next Meeting Date: Time: Location: