| **Meeting/Project Name:** |  |
| --- | --- |
| **Date of Meeting:**  |  | **Time:** |  |
| **Minutes Prepared By:** |  | **Location:** |  |
|  |
| 01.  | Meeting Objective |
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| 02.  | Attendance at Meeting |
|  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
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| 03.  | Agenda and Notes, Decisions, Issues |
|  |
| **Topic** | **Owner** | **Time** |
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| 04.  | Action Items  |
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| **Action** | **Owner** | **Due Date** |
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| 05. | Next Meeting (if applicable) |
|  |
| **Date:**  |  | **Time:**  |  | **Location:**  |  |
|  |
| **Objective:**  |  |
|  |  |
|  |  |