| ***PROJECT INFORMATION*** |
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| **PROJECT NAME:** |  |
| **PROJECT DESCRIPTION:** |  |
| **EXECUTIVE SPONSOR:** |  |

| ***MEETING INFORMATION*** |
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| **DATE:** |  |
| **TIME:** |  |
| **LOCATION:** |  |
| **DIAL IN NUMBER & PASSCODE:** |  |
| **ATTENDEES:** |  |
| **ABSENT:** |  |
| **COPY:** |  |
| **FACILITATOR / COORDINATOR:** |  |
| **NEXT SCHEDULED MEETING:** |  |

| ***MEETING OBJECTIVES / AGENDA*** |
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| ***DECISIONS REACHED*** |
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| ***MEETING HIGHLIGHTS & SUMMARY*** |
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| ***ACTION ITEMS*** |
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| **ACTION ITEM** | **COMMENTS** | **OWNER** | **DUE DATE** |
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| ***ISSUES IDENTIFIED*** |
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| **DESCRIPTION** | **RESOLUTION** |
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| ***DOCUMENTS DISTRIBUTED / ATTACHED*** |
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| **DOCUMENT NAME** | **DESCRIPTION** | **RECEIVED FROM** |
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