**Project Name**

***Meeting Minutes***



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**V.1.0**

**24 March 2015**

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| --- | --- |
| Meeting Minutes | |
| Project Name: |  |

| Information | | | |
| --- | --- | --- | --- |
| Meeting Title: |  | | |
| Meeting Date: |  | Presentation: |  |
| Objective: |  | | |

| Participants | |
| --- | --- |
| Attendees: |  |
| Absentees: |  |

| Item # | Subject | Discussion Notes |
| --- | --- | --- |
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| Item # | Action Item | Assigned To: |
| --- | --- | --- |
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|  |  |  |

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