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|  | **FORMAL MEETING NOTES** |  |
| **ABC Project** | Ref:  |  |
| Contract No: Contract Date: |  | Employer: Contractor:  |   |

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| --- | --- |
| **Date:** |  |
| **Location:** |  |
| **Subject:** |  |
| **Minutes Prepared by:** |  | **Pages:** |  |
|  |
| **Attendees:** |
| **SN** | **Name** | **Position** | **E-mail** |
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**NEXT MEETING AGENDA**

Next Meeting: TBD

**Abbreviations for Status Column:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CLO:** | **Closed** | **OUT:** | **Outstanding** |
| **OLD** | Old Item | **NEW:** | New Item |
| **NOTE:** | Note |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Item Description | Status | Action By |
|  |  |  |  |
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