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|  | | **INFORMAL 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

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| --- | --- | --- | --- |
| SN | Item Description | Status | Action By |
|  |  |  |  |
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| **Observers** | Remarks |
| **Resources** | Remarks |
| **Special Notes** | Remarks |