**Project meeting minutes**

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| --- | --- |
| **Meeting / project name:** | Meeting Title |
| **Minutes prepared by:** | Name |
|  |  |

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| 1. **Meeting objective**
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| 1. **Attendees**
 |
| **Name** | **Department / division** | **Email** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. **Agenda & notes**
 |
| **Topic** | **Owner** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Actions**
 |
| **Action** | **Action to be taken by** | **Date to be actioned by** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Next meeting**
 |
| **Date** |  | **Time** |  | **Location** |  |
| **Objective** |  |

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