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| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |

 **PROJECT MEETING MINUTES**

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| **MEETING / PROJECT NAME:** | Meeting Title |
| **MINUTES PREPARED BY:** | Sara Hudson |

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| **1. MEETING OBJECTIVE** | | | | | | | | |
| Remarks | | | | | | | | |
| **2. ATTENDEES PRESENT** | | | | | | | | |
| **NAME** | | **DEPARTMENT / DIVISION** | | **EMAIL** | | | **PHONE** | |
| Sara Hudson | | Marketing | | shudson@yourcompany.com | | | 321-456-7890 ext. 444 | |
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| **3. AGENDA & NOTES, DECISIONS, ISSUES** | | | | | | | | |
| **TOPIC** | | | | **OWNER** | | | **TIME** | |
| Topic 1 – Details | | | | Sara Hudson | | | 1 hr 15 min | |
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| **4. ACTION ITEMS** | | | | | | | | |
| **ACTION** | | | | **ACTION TO BE TAKEN BY** | | | **DATE TO BE ACTIONED BY** | |
| Action Description | | | | Anna James | | | Friday, April 22, 2016, 1:00 PM | |
|  | | | |  | | |  | |
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| **5. NEXT MEETING (if applicable)** | | | | | | | | |
| **DATE** | Tues, May 5, 2016 | | **TIME** | | 1:00 PM | **LOCATION** | | Meeting Room 4 |
| **OBJECTIVE** | Scheduled Meeting Objective | | | | | | | |

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| **SUBMITTED BY:** | Sara Hudson | **APPROVED BY:** | Anna James |

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