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**ACTION ITEM LIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **ACTION DESCRIPTION** | **OWNER** | **DATE ASSIGNED** | **DATE DUE** | **STATUS** |
| **1** |   |   |   |   |   |
| **2** |   |   |   |   |   |
| **3** |   |   |   |   |   |
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| **23** |   |   |   |   |   |
| **24** |  |  |  |  |  |