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| **untitled** | | **MINUTES of [Meeting Name] Team**  **[Day, Date, Year] [Start] – [Finish]**  **[Meeting Room Location]**  **[City, Province[** | | |
| **Present:** |  |  | **Regrets:**  **Guests:** |  |

| SUBJECT: | SUMMARY OF DISCUSSION | DECISION & NEXT STEPS |
| --- | --- | --- |
| 1. Call to Order |  | |
| 1. Approval of Agenda |  | |
| 1. Approval of Minutes of [date] |  |  |
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| 1. Time, Date & Location of next meeting |  | |
| 1. Adjournment |  | |