**Agenda & Meeting Minutes Template**

**Project Team Name:**

**Date of Meeting:**

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| --- | --- | --- |
| **In attendance:**  **Absent:** | | |
| **Meeting Goals:** | | |
| **Agenda Items:** | **Owner/Facilitator** | **Decisions/Action Items/Owners** |
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| **Parking Lot Items** | | |
| **Next Meeting Date/Time/Location:** | | |