**MINUTES OF MEETING**

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| **PROJECT** **NAME** |  | | |
| DATE |  | TIME |  |

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| **ATTENDEES** | | | |
| ORGANISATION # 1 | ORGANISATION # 2 | ORGANISATION # 3 | ORGANISATION # 4 |
| Name  Designation Contact Info | Name  Designation Contact Info | Name  Designation Contact Info | Name  Designation Contact Info |
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| **NO** | **ACTION ITEMS** | **ACTION BY** | **ACTION DATE** |
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| Designation | Designation | Designation | Designation |