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| **Meeting Minutes** |

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| **Meeting:** | What was the purpose/general topic of meeting |
| **Attendees:** | Name of Attendees |
| **Date:** | Date the meeting took place |
| **Author:** | Who wrote the meeting minutes? |

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| **Agenda** |
| * Agenda for this meeting
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| **Discussion** |
| * Notes to all important points that were discussed during meeting
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| **Descicions** |
| * All decisions that were made in the meeting
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| **Action Points** |
| **What?** | **Who?** | **Until when?** |
| What to do | By whom | Until when |
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