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| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |

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| **MEETING / PROJECT NAME:** | Meeting Title |
| **MINUTES PREPARED BY:** | Sara Hudson |

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|  **1. MEETING OBJECTIVE** |
|  |
| **2. ATTENDEES PRESENT** |
| **NAME** | **DEPARTMENT / DIVISION** | **EMAIL** | **PHONE** |
| Sara Hudson | Marketing | shudson@yourcompany.com | 321-456-7890 ext. 444 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **3. AGENDA & NOTES, DECISIONS, ISSUES** |
| **TOPIC** | **OWNER** | **TIME** |
| Topic 1 – Details | Sara Hudson | 1 hr 15 min |
|  |  |  |
|  |  |  |
|  |  |  |
| **4. ACTION ITEMS** |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description | Anna James | Friday, April 22, 2016, 1:00 PM |
|  |  |  |
|  |  |  |
|  |  |  |
| **5. NEXT MEETING (if applicable)** |
| **DATE** | Tues, May 5, 2016 | **TIME** | 1:00 PM | **LOCATION** | Meeting Room 4 |
| **OBJECTIVE** | Scheduled Meeting Objective |

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| **SUBMITTED BY:** | Sara Hudson | **APPROVED BY:** | Anna James |

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