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| **Client:** |       | **Meeting No:** |       |
| **Project:** |       | **Meeting Date/Time:** |       |
| **Project #:** |       | **Location:** |       |
| **Subject:** |       | **Date Prepared:** |       |
| **Prepared By:** |       | **Next Meeting:** |       |
| **Total Pages:** |  | **File:** |       |
| **Participants:** |       |
| **Copies To:** |       |

The following meeting notes were prepared by the Consultant. The notes reflect the author’s understanding of discussions and provide a record of the agreements reached at the meeting. Should any of those present have different recollections or find errors or omissions in the notes, please advise the author in writing within five calendar days of receipt of the meeting notes. The failure to notify the Consultant of errors or omissions within a reasonable time following receipt of the meeting notes is deemed acceptance of the discussions and record of agreements stated herein.

| **Item** | **Description** | **Action by** | **Due date** |
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