Meeting Document: x 

Name of company: KentSoft

Meeting location: x

Meeting date: x

Attendance: x

Extra info: x

**Agenda:**

**Discussion points:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks to be completed** | **Who** | **Date Set** | **Date Due** | **Completed** |
|  |  |  |  |  |
|  |  |  |  |  |
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