



Project No. XXX: [Project Name]  
Corporate Sponsor: [Corporate Sponsor Name]

## [Technical Manager/Client] Meeting Minutes

Prepared By [Team Name]

Alfa Bravo, Charlie Delta, Echo Foxtrot,  
Golf Hotel, India Juliett, & Kilo Lima

26 August 2019

# [Team Name] [Technical Manager/Client] Meeting Minutes

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**Date:** 26 August 2019    **Time:** 12:00 p.m.    **Location:** SPN X.XXX    **Duration:** XX minutes

## Attendance

- Technical Manager: Mike November
- Client: Oscar Papa
- Engineering Team:
  - Alfa Bravo
  - Charlie Delta
  - Echo Foxtrot
  - Golf Hotel
  - India Juliett
  - Kilo Lima

## Purpose

- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.

## Synopsis

- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.
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- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.

## Minutes

1. The quick brown fox jumps over the lazy dog.
2. The quick brown fox jumps over the lazy dog.

- (a) The quick brown fox jumps over the lazy dog.
- (b) The quick brown fox jumps over the lazy dog.
- 3. The quick brown fox jumps over the lazy dog.
  - (a) The quick brown fox jumps over the lazy dog.
  - (b) The quick brown fox jumps over the lazy dog.
  - (c) The quick brown fox jumps over the lazy dog.
- 4. The quick brown fox jumps over the lazy dog.
- 5. The quick brown fox jumps over the lazy dog.
- 6. The quick brown fox jumps over the lazy dog.
  - (a) The quick brown fox jumps over the lazy dog.
  - (b) The quick brown fox jumps over the lazy dog.

## Action Items

Item	DRI <sup>1</sup>	Deadline
(1) The quick brown fox jumps over the lazy dog.	Alfa, Charlie, Echo	2019-09-02
(2) The quick brown fox jumps over the lazy dog.	Charlie, Golf	2019-09-02
(3) The quick brown fox jumps over the lazy dog.	Echo	2019-09-02
(4) The quick brown fox jumps over the lazy dog.	Golf	2019-09-02
(5) The quick brown fox jumps over the lazy dog.	India	2019-09-02
(6) The quick brown fox jumps over the lazy dog.	Kilo	2019-09-02

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<sup>1</sup>Directly Responsible Individual