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| **-Knowledge Acquisition :** | | | **Date**: | | |
| **Meeting Facilitator:** | Associate 1 | **Duration** |  | **Location:** | Webex with Bridge |
| **Invited :** | Associate 1, Associate 2, Associate 3, Associate 4 | | | | |
| **Attendees :** | Associate 1, Associate 2, Associate 3 | | | | |

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| **Agenda** |
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| **Discussion points and Notes** |
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| S.No. | Action Items Raised | **Status** | **Assigned To** | **Expected**  **Completion Date** | **Closure Date** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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