

Company Address

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**Meeting Agenda Template**

**Meeting Agenda**

**Type Meeting Title Here**

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**Signed BY**

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**Approved BY**

**Additional Notes:**

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| Meeting Time | | | 13:00-13:30 | |
| Date of Meeting | | | 30-9-2022 | |
| Number of Attendees | | | 4 | |
| Documents to Bring and read | | | Design document, project plan, first build webapp | |
| Short Details of conference | | | Showing first draft design doc, showing reworked project plan, showing first build website. | |
| Agenda Prepared By | | | Jorn Kosterman | |
| **Agenda:** | | | | |
| **No:** | **Time to Each Topic** | **Description of Each Agenda Item** | |
| 1 | 10min | Projectplan | |
| 2 | 10min | Design document | |
| 3 | 5min | Webapp | |
| 4 | 5min | Asking questions about the on premises server | |
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