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Meeting Name

Friday, 09.04.20XX

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# Attendees

Alex Genadinik, *CEO*

Joe Smith, *CFO*

Bob Smith*, CTO*

# Agenda

## Last Meeting Follow-up

1. Check if the deliverables from the past meeting are done.

## New Business Strategy Decision 1

1. Have data presented.
2. Vote on the next steps.

## New Business Strategy Decision 2

1. Begin the discussion for next year’s strategies.

# Notes

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# Action Items

1. Lorem ipsum dolor sit amet consectetuer adipiscing elit.

# Amendments to previous meeting’s minutes

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# Vote 1 Outcome

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# Vote 2 Outcome

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# Motion 1:

Accepted/rejected

# Deliverable 1 Set:

Joe must send the report by Monday.

# Deliverable 2 Set:

Bob must study industry reports and have data and strategy proposals for the next meeting.

# Next Meeting Agenda Items

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