Template: meeting minutes

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| **Eye Of Sauron meeting minutes**   |  |  | | --- | --- | | Location: | Slack Call | | Date: | 04/03/2021 | | Time: | 9:00pm | | Attendees: | Austin Derbique, Ryan Schmidt, Kirtus Leyba |   Agenda items   1. Preparing For Submission  |  |  |  |  | | --- | --- | --- | --- | | Action items | Owner(s) | Deadline | Status | | Task 2 Document Finalizing | Kirtus Leyba | 04/03/2021 | In Progress | | Final Drafting | Austin Derbique | 04/03/2021 | In Progress | | Verifying For Submission | Ryan Schmidt | 04/03/2021 | In Progress | |
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