# **Meetings Description**

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| **Document Intention:** | Holds a description of all the meetings within sub-folders. |
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| **Document Version History:** | |
| 1. Document Created.    1. Document Updated. | |

**Introduction**

This folder holds meeting information with the team, the consultant, development meetings and the client interview within their own folders (Except for the client interview).

**Contents**

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| **Entry** | **Description** |
| Consultant | Holds the consultant meeting reports. |
| Development | Holds the development meeting reports. |
| Team | Holds the team meeting reports. |
| CustomerInterview.docx | This is the customer interview report. |