# **Development Meeting Description**

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| **Document Intention:** | Holds the description of what reports are in this folder. |
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| **Document Version History:** | |
| 1. Document Created. | |

**Introduction**

This folder contains all the recorded development meeting reports including the goals, the action report and the progress of packages within the time. There is a chronological document with all the meeting dates, times and the name of the attached report stored within it.