# **Team Meeting Description**

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| **Document Intention:** | Holds the description of what reports are in this folder. |
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| **Document Version Date-Stamp:** | 19/02/2023 |
| **Document Version:** | 1.1 |
| **Document Version History:** | |
| 1. Document Created.    1. Document Updated. | |

**Introduction**

This folder contains all the recorded team meeting reports which have the itinerary of the meeting, the transcript or minutes (If available) and the meeting results. There is a chronological document with all the meeting dates, times and the name of the attached report stored within it.