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| First Formal Team Meeting | | | | | |
| 01 – 02 - 2018 | | 13:00 – 14:30 | | [Meeting Location] | |
| Meeting called by | Thomas Henry | | | | |
| Type of meeting | Team Meeting | | | | |
| Facilitator |  | | | | |
| Note taker |  | | | | |
| Timekeeper |  | | | | |
| Attendees | Thomas Every, Thomas Henry, Asif Razzak, Richard Vincent | | | | |
| [Agenda Topic] | | | | | |
| [Time allotted] | [Presenter] | | | | |
| Discussion |  | | | | |
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| Conclusions |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
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| [Agenda Topic] | | | | | |
| [Time allotted] | [Presenter] | | | | |
| Discussion |  | | | | |
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| Conclusions |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
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| [Agenda Topic] | | | | | |
| [Time allotted] | [Presenter] | | | | |
| Discussion |  | | | | |
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| Conclusions |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
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