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| **GRIEVANCE MEETING NOTES** |  |  |  |  | | | | | |
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|  | **Name of Grievant:** | Toby Gibson | |  |  |  |  | **GRIEVANCE DESCRIPTION:**  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.  Nunc viverra imperdiet enim. Fusce est.  Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. |  |
|  | **Date of Meeting:** | 12/20/2020 | |  |  |  |  |  |  |
|  | **Time:** | 10.00 am | |  |  |  |  |  |  |
|  | **Location:** | White Conference Hall | |  |  |  |  |  |  |
|  | **Attendees:** | Mr. A.Fulham | |  |  |  |  |  |  |
|  |  | Mrs. B.Trenton | |  |  |  |  |  |  |
|  |  | Mr. G.Giles | |  |  |  |  |  |  |
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|  | **MEETING NOTES** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Topic description #1 | | |  |  |  |  |  |  |
|  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. | | | | | | |  |  |
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|  | Topic description #2 | | |  |  |  |  |  |  |
|  | Fusce est. Vivamus a tellus. Pellentesque habitant morbi. | | | | | | |  |  |
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|  | Topic description #3 | | |  |  |  |  |  |  |
|  | Proin pharetra nonummy pede. Mauris et orci. | | | | | | |  |  |
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|  | Topic description #4 | | |  |  |  |  |  |  |
|  | Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. | | | | | | |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  | **ACTIONS PLANNED** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | ACTION #1 DECRIPTION GOES HERE - HOW TO SOLVE ISSUES | | | | | | |  |  |
|  | Accountable: |  |  | Due Date: | | |  |  |  |
|  | Terry Morrison | |  | 12/23/2020 | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | ACTION #2 DECRIPTION GOES HERE | | | | | | |  |  |
|  | Accountable: |  |  | Due Date: | | |  |  |  |
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