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|  | **Project Name:** | | Data Center Upgrade | | | **Date:** | 09/25/2020 |  |
|  | **Meeting Purpose:** | | Initial contact with client's IT sector | | | **Start:** | 9:00 AM |  |
|  | **Place:** | | Conference Hall | | | **End:** | 10:00 AM |  |
|  |  |  |  |  |  |  |  |  |
|  | Attendees | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | Name | | Department/Company | | Email | | Phone |  |
|  | Rod Wood | | Development | | rod.wood@projectm.com | | (555) 123 456789 |  |
|  | Jeremy Covington | | CEO | | jeremy.covington@projectm.com | | (555) 999 456789 |  |
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|  | Agenda & Notes | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | Topic | | | | Owner | | Time |  |
|  | Topic description here | | | | Jeremy Covington | | 30min |  |
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|  | Actions | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | Action | | | | To be Taken by | | Due Date |  |
|  | Action No.1 | | | | Rod Wood | | 09/26/2020 |  |
|  |  | | | |  | |  |  |
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|  | Next Meeting | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Date:** | 09/28/2020 | **Time:** | 10:00 AM | **Location:** | Microsoft Road | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Objective:** | Project timeline adjustment | | | | | |  |
|  |  |  |  |  |  |  |  |  |
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