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|   |  **TEAM MEETING NOTES****Meeting Title Goes Here**Meeting Subtitle |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date ǀ Time: | 10/20/2020 10:00AM |  | Location: | 63 N. Hamilton Street, Hope Mills, NC 28348 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Meeting Called By: | Ronnie Whitehouse |  | Timekeeper: | John Doe |  |
|  | Type of Meeting: | Decision Making |  | Attendees: | R.Kelly, S.Johnson, K.Plumly, J.R.Smith, |  |
|  | Facilitator: | Danubius Corp. |  | A.Bale, Z.Richardson |  |
|  | Notes Taker: | John Smith |  |  |  |
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|   | AGENDA ITEMS |   |
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|   | No | Topic | Presenter | Time Allotted |   |
|   | 1 | Topic #1 Explained Here | S.Johnson | 15' |   |
|   | 2 | Topic #2 Lorem Ipsum | R.Kelly | 20' |   |
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|   | OTHER INFORMATION |   |
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|   | OBSERVERS |   | RESOURCES |   | SPECIAL NOTES |   |
|   | R.HamiltonF.Berettini |   | Annual PlanDrawings |   | Extra notes here |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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