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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 | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | No | Topic | | | | | | | | | | Presenter | Time Allotted |  |
|  | 1 | Topic #1 Explained Here | | | | | | | | | | S.Johnson | 15' |  |
|  | 2 | Topic #2 Lorem Ipsum | | | | | | | | | | R.Kelly | 20' |  |
|  | 3 |  | | | | | | | | | |  |  |  |
|  | 4 |  | | | | | | | | | |  |  |  |
|  | 5 |  | | | | | | | | | |  |  |  |
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|  | 7 |  | | | | | | | | | |  |  |  |
|  | 8 |  | | | | | | | | | |  |  |  |
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|  | 11 |  | | | | | | | | | |  |  |  |
|  | 12 |  | | | | | | | | | |  |  |  |
|  | 13 |  | | | | | | | | | |  |  |  |
|  | 14 |  | | | | | | | | | |  |  |  |
|  | 15 |  | | | | | | | | | |  |  |  |
|  | 16 |  | | | | | | | | | |  |  |  |
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|  | OTHER INFORMATION | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | OBSERVERS | | | |  | RESOURCES | | | | |  | SPECIAL NOTES | |  |
|  | R.Hamilton F.Berettini | | | |  | Annual Plan Drawings | | | | |  | Extra notes here | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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