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| --- |
| **Team Meeting Minutes** |
| **Design Organization:** | **Date:** |
| Agenda:1.
2.
3.
4.
5.
6.
 |
| Discussion:       |
| Decisions Made:      |
| Action Items | Person Responsible | Deadline |
|       |       |       |
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|       |       |       |
| Team member:       | Date for next meeting:       |
| Team member:       |  |
| Team member:       |  |
| Team member:       |  |
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