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**PROJECT COMMUNICATIONS**

**TEAM MEETING**

( Held each \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_)

Date of this meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present (Y/N):

Owner,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Architect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subs, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items discussed, decisions reached:

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| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Item** | **Status** | **Started** | **Due** | **Responsible** |
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Topics & Action Items for next meeting:

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| --- | --- | --- | --- | --- | --- |
| ***Item no.*** | ***Item*** | ***Status*** | ***Started*** | ***Due*** | ***Responsible*** |
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Recorded by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distribution: Team Members +

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