Minutes are required to document decisions made and actions required.

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| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Job No.** | [Insert text here] |
| **Project Name** | [Insert text here] | | |
| **Date of Meeting** | [Insert text here] | **Meeting No.** | [Insert text here] |
| **Attendance** |  | | |

| Issue | Action | Who | When (date) |
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