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| Construction Meeting Minutes | | | | | |  |
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| **Project Name** | |  | | |  |  |
| **Meeting Date** | |  | | |  |  |
| **Location** | |  | | |  |  |
| **Duration** | |  | | |  |  |
| **Meeting Purpose** | |  | | |  |  |
|  |  |  |  |  |  |  |
| **IN ATTENDANCE** | | | | | | |
| **Attendee's Name** | | **Dept./Company** | | **Contact Information** | | |
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| **AGENDA** | | | | | | |
| **Agenda Item** | | | | **Owner** | | |
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| **TAKEAWAYS** | | | | | | |
| **Action Item** | | | | **Owner** | | |
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| **NEXT MEETING** | | | | |  |  |
| **Project Name** | |  | | |  |  |
| **Meeting Date** | |  | | |  |  |
| **Location** | |  | | |  |  |
| **Meeting Purpose** | |  | | |  |  |