Meeting Agenda

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| Meeting Purpose |  |
| Meeting Date |  |
| Meeting Location |  |

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| **Schedule** | **Timings** | **Person Leading** |
| Arrival Tea & Coffee | 9:00am |  |
| Meeting to start | 9:30am |  |
| Phase 1 |  |  |
| Phase 2 |  |  |
| Mid morning Tea, Coffee and Biscuits | 10:30am |  |
| Phase 3 |  |  |
| Phase 4 |  |  |
| Lunch | 1:00pm |  |
| Phase 5 |  |  |
| Phase 6 |  |  |
| Afternoon Tea, Coffee and Cake | 3:00pm |  |
| Phase 7 |  |  |
| Phase 8 |  |  |
| Meeting Ends | 5:00pm |  |

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| Meeting Notes | | |
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| **Action required** | **Allocated to** | **Deadline** |
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