**Meeting Minutes #**

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| **Meeting Location:** |  | **Meeting Date:** |  |
| **Project Name:** |  | **Meeting Time:** |  |
| **Project Number:** |  | **DSA A#:** | 03 -  |
| **Contractor Name:** |  | **Contract #:** |  |
| **Subject:** |  | **Prepared By:** |  |

**Attendees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X** | Name (Initials) – Organization/Title |  |  |  |  |
|  | [Copy and paste additional rows below to add more attendees.] |  |  |  |  |
|  |  |  |  |  |  |

| **Item** | **Description** | **Responsibility** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| **1.0** | **SAFETY & OCIP** |
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|  |  |  |  |  |
| **2.0** | **[Copy and paste additional rows below to add more agenda items, as needed.]** |
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| **3.0** |  |
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| **4.0** |  |
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| **5.0** |  |
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| **6.0** |  |
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END OF NOTES

The record herein is considered to be an accurate depiction of the discussion and/or decisions made during the meeting unless written clarification is received by the College Project Team within five (5) working days upon receipt of the meeting record.