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| **{$projectteam\_1290}** |

**General Information**

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| --- | --- |
| **Project** | {$projectteam\_project\_projectnumber} - {$projectteam\_project\_projectname} |
| **Subject** | {$projectteam\_1290} |
| **Meeting Series** | {$projectteam\_1291} |
| **Start Date/Time** | {$projectteam\_1295} | **Scheduled Duration** | {$projectteam\_1307} |
| **Location** | {$projectteam\_1296} | **Prepared By** | {$projectteam\_1297} |
| **Purpose** | {$projectteam\_1298} |

**Invitees**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Info** | **Attended** |
| {tablerow from=$projectteam\_1299 item=field}{$field.projectteam\_1301} | **P:** {$field.projectteam\_1304}**E:** {$field.projectteam\_1305} | {$field.projectteam\_1306}{/tablerow} |

**Discussion**

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| **{tablerow from=$projectteam\_1308 item=groupField key=groupRowNumber}{$groupRowNumber + 1} - {$groupField.projectteam\_1309}** |
| **#** | **Item Name** | **Due** | **Responsible Party** | **Priority** |
| {tablerow from=$groupField.projectteam\_1311 item=field key=rowNumber}{$groupRowNumber + 1}.{$rowNumber + 1} | {$field.projectteam\_1313} | {$field.projectteam\_1315} | {$field.projectteam\_1314} | {$field.projectteam\_1316} |
| **Notes from This Meeting**{$field.projectteam\_1318} |
| **Notes from Previous Meetings**{$field.projectteam\_1319}{/tablerow} |
| {/tablerow} |

**Printed By:**

*{$projectteam\_user\_firstname} {$projectteam\_user\_lastname}{if $projectteam\_user\_jobtitle != NULL} | {$projectteam\_user\_jobtitle}{else} {/if}*

*{$projectteam\_company\_companyname}*

*{$projectteam\_user\_workemailaddress}*