|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Field:**  |  |
| **Location:**  |  | **Chairman:**  |  |

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Name | Company | Signature |
|       |       |  |
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**Old Business:**

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| --- | --- | --- |
| Issue | Action Taken | Completed Date |
|       |       |       |
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**New Business:**

|  |
| --- |
| Discussion Topic:       |
| Issue | Action Required | Responsibility | Target Date |
|       |       |       |       |
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| --- | --- | --- | --- | --- | --- |
| **Next Meeting Date:** |  | **Start time:** |  | **Location:** |  |
| **Chairman:** |  |
| **Note-taker:** |  |

Retain on file at field office.