**MEETING MINUTES**

| **Meeting/Project Name:** | | | BBF Pre-testing Project; Meeting # | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | | |  | | | | **Time:** | | |  |
| **Minutes Prepared By:** | | |  | | | | **Location:** | | |  |
| 1. Meeting Objective | | | | | | | | | | |
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| 2. Deliverables Due this Meeting | | | | | | | | | | |
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| 3. Attendance at Meeting | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | **Phone** | |
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| Previous Discussion (Items/Knowledge Shared) | | | | | | | | | | |
| Topics Gear(s) Conclusion | | | | | | | | | | |
| *Itemize and describe in detail discussion points* | | | | | | | |  | |  |
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| 5. New Discussion (Items/Knowledge Shared) | | | | | | | | | | |
| Topics Gear(s) Conclusion | | | | | | | | | | |
| *Itemize and describe in detail discussion points* | | | | | | | |  | |  |
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| 6. Decisions Made (What, Why, Impacts) | | | | | | | |  | |  |
| Decision | | | | | | | | Gear(s) | | Conclusions |
| *List and describe in detail decisions made by the committee* | | | | | | | |  | |  |
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| 7. Action Items/Next Steps (What, How, Who, Due Dates) | | | | | | | | | | |
| **Action** | | | | | | | | **Owner** | | **Due Date** |
| ***Describe action items agreed by committee*** | | | | | | | |  | |  |
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| 8. Next Meeting | | | | | | | | | | |
| **Date:** (DD/MM/YYYY) | |  | | | **Time:** |  | | **Location:** | |  |
| Objective: |  | | | | | | | | | |
| Deliverables Due: |  | | | | | | | | | |