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| Commissioning Meeting Minutes |

Meeting Information

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| Project: |  | Project Number: |  |
| Meeting Date: |  | Meeting Time: |  |
| Meeting Location: |  | Notes By: |  |
| Meeting Purpose: |  | | |

Attendees

The following individuals attended the meeting. Meeting minutes are distributed to those in attendance and to those scheduled to attend:

| Present | Copy | Name | Organization | Email |
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Old Business:

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|  | **Topic** | Opened By: | Date Opened: | | Closed By: | Date Closed: |
|  | **Discussion:** [(date) – comment] | | | | | |
|  |  | | | | | |
|  | **Resolution:** | | | | | |
|  | **Action items:** (Check box when complete) | **Date Assigned:** | | **Assigned to:** | | **Due Date:** |
|  |  |  | |  | |  |

New Business:

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Topic** | Opened By: | Date Opened: | | Closed By: | Date Closed: |
|  | **Discussion:** [(date) – comment] | | | | | |
|  |  | | | | | |
|  | **Resolution:** | | | | | |
|  | **Action items:** (Check box when complete) | **Date Assigned:** | | **Assigned to:** | | **Due Date:** |
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