**Minutes of Meeting – Topic/IP/CCA**

**Shift2Rail**

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| **Project:** | Title | **Date/Time:** | dd/mm/yyyy  hh:mm-hh:mm |
| **Meeting Type:** | Type | **Location:** | Room |
| **Meeting Coordinator:** | Name | **Issue Date:** | dd/mm/yyyy |

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| **Attendee Name** *(present)* | **Initials** | **Organisation** |
| First Name, Last Name | FL | Organisation |
| First Name, Last Name | FL | Organisation |
| First Name, Last Name | FL | Organisation |

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| **Meeting Agenda** |
| 1. Item 1 2. Item 2 3. Item 2 |

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| **Summary of Meeting** | |
| **Topic** | **Summary** |
| Item 1 | * Note * Note * Note |
| Item 2 | * Note * Note * Note |
| Item 2 | * Note * Note * Note |

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| **Action nr.** | **Action** | **Related Topic** | **Due date** | **Action Owner** |
| 1 | * Description of action | Topic 1 | Dd/mm/yy | Name |