**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 |