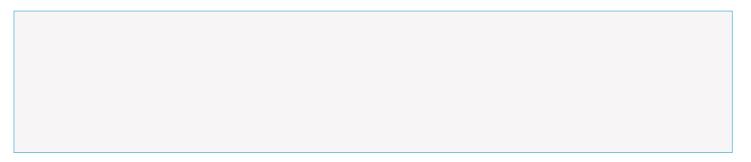
# FIRST TIME FITOUT

## MEETING/PROJECT

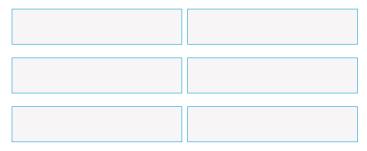
DATE OF MEETING	START TIME
LOCATION	END TIME
MEETING CHAIR	MINUTE TAKER

#### MEETING OBJECTIVE

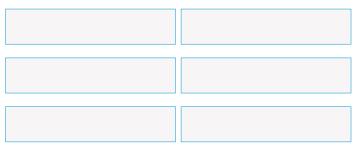


### ATTENDANCE

## PRESENT



## APOLOGIES



## AGENDA, DECISIONS, ISSUES

# TOPIC/DISCUSSION NOTES

## ACTION ITEM

ACTION	RESPONSIBLE	DUE DATE

## NEXT MEETING

DATE	TIME	LOCATION

# OBJECTIVE(S)

