**Meeting Minutes**

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| **Subject** | **Business Forms and Templates at www.cherryso.com** | **Date** |  |
| **Facilitator** | Cherry So | **Time** |  |
| **Location** |  | **Scribe** |  |
| **Attendees** |  |
|  |  |

| Key Points Discussed and Action Items |
| --- |
| No. | Topic | Action Item(s) | **Owner** | **Target Date** |
| 1 | Business Forms |  |  |  |
| 2 | Project Management Templates |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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| 10 |  |  |  |  |