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| ASR Meeting Minutes - Program | dd Month 20xxMeeting #x 20xx |

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| Attendees: | Names of attendees |
| Apologies: | Names of non-attendees |
| Minute Taker: | Name of minute taker |
| Next Meeting: | dd Month 20xx – Time/Date/Location |

# Minutes

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| --- | --- |
| Agenda item: |  *Brief description of topic* |

#### Discussion:

*Notes on discussion (context/background/decisions etc)*

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| --- | --- | --- |
| Action Items: | Person Responsible: | Due by: |
| *What is to be done* | *Who has agreed to follow up* | *Date this action to be completed* |
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| Agenda item: | *Brief description of topic* |

#### Discussion:

*Notes on discussion (context/background/decisions etc)*

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| Agenda item: | *Brief description of topic* |

#### Discussion:

*Notes on discussion (context/background/decisions etc)*

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| --- | --- | --- |
| Action Items: | Person Responsible: | Due by: |
| *What is to be done* | *Who has agreed to follow up* | *Date this action to be completed* |
|  |  |  |

# Other Information

#### Resources:

*Insert copies of documents here as required…*