

Construction Board Meeting Minutes

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Construction Board Meeting Minutes

Company Name:	[Your Company Name]	
Date:	February 17, 2055	
Time:	10:00 AM - 11:30 AM	
Location:	Main Conference Room	

Attendees:

- John Smith - Chairman
- Emily Johnson - Board Member
- David Miller - Board Member
- Sarah Brown - Board Member
- Michael Wilson - Project Manager

Agenda:

No.	Agenda Item	
1.	Call to Order	
2.	Approval of Previous Meeting Minutes	
3.	Project Updates	
4.	Financial Report	
5.	Legal and Regulatory Compliance	
6.	Safety and Risk Management	
7.	New Business	
8.	Next Meeting Date and Adjournment	

May 2013 Board Meeting Minutes Construction Specifications

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and Apportionment**



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