Department of Seniors and Long-Term Care

Appendix C: Meeting Minutes



Meeting Minutes

Project:	Date:	
Attendees:		
Name	Role	Present (√)
Tentative Agenda:		
 High-level overview of current status 		
 Upcoming Milestones & Step Submissions 		
• Schedule		
Budget		
 CCO's / CO's / Value Engineering 		
• Issues		
 Outstanding Items 		
 Necessity for a sooner follow-up meeting 		
 Round table (as time permits) 		
Discussion Summary:	Ac	ction Items
Current		
Status:		

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Department of Seniors and Long-Term Care





Milestones:	
Schedule:	
Budget:	
CCO/CO's/ Value Engineering:	
Issues:	
Outstanding Items:	
Round Table	

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Action Items:

Action Item	Responsible	Due Date

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Date:

Time:

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