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| **Date** | **In Attendance**Aisling Ryan (AR)Shawna Mitten (SM) | **Key**A/I = Action ItemO/S = OutstandingWIP = Work In Progress Actioned & Issue LiveActioned & Issue ClosedReview |
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| ***Example- Budget*** | ***Status*** | ***Responsible*** |
| * Need to complete budget checklist
 | A/I | SM |
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**Completed**

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