
AAAA Contracting, Inc.**MEETING MINUTES****No. 2**Your Address
Sometown, PA 99999**Phone:** (555) 555-5555
Fax: (555) 555-5555

SUBJECT: Meeting Minutes**PROJECT:** New High School on 678 Ave.**MTG DATE:** 08/08/2004**MTG TIME:** 07:00 PM**LOCATION:** Town Hall**JOB:** xxxyyzzzz**COORDINATOR:** Frank Doe**CONTRACT/PO:** 1

<u>Attended</u>	<u>Name</u>	<u>Company Name</u>
<input checked="" type="checkbox"/>	Jim Owner	123 Owners Inc.
<input checked="" type="checkbox"/>	Alice Hornby	999 Customer

REMARKS:

After reviewing the minutes from the last meeting, Alice Hornby briefly discussed her satisfaction with the overall progress of the job.

No new items were introduced, so the meeting was adjourned at 7:15 pm.

<u>Num</u>	<u>Item</u>	<u>Description</u>	<u>Status</u>	<u>Assignee Co.</u>	<u>Assignee</u>	<u>Due</u>	<u>Started</u>	<u>Pri</u>
1	qqq	sample description 1	Open	123 Owners Inc.	Jim Owner			Normal
2	qwe	sample description 2	Closed	999 Customer	Alice Hornby			Normal

CC: John Doe
Jane Doe**Prepared By:** TEST VERSION 3.2**Signed:** _____
Frank Doe**Date:** _____