THE BUSINESS
Mountain
Meetings
Reports &
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5. KEY DECISIONS

DECISION	AGREED BY

6. ACTIONS AGREED

ACTION	OWNER	DUE I

7. FOLLOW-UP REQUIRED

- ☐ EMAIL
- ☐ PROPOSAL
- ☐ QUOTATION
- ☐ SITE VISIT
- ☐ DEMONSTRATION
- ☐ CONTRACT
- ☐ FURTHER MEETING
- ☐ OTHER: _____

8. ADDITIONAL COMMENTS

9. NEXT MEETING

DATE:

TIME:

LOCATION / ONLINE:

AGENDA / PURPOSE:

10. STATUS

- ☐ OPEN
- ☐ WAITING
- ☐ COMPLETED
- ☐ CLOSED

11. SIGNATURE

PREPARED BY: _____

SIGNATURE: _____

DATE: _____

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