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| Logo placeholder |
| MARKETING & SALES TEAM |
| MEETING MINUTES |

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| LOCATION: | Conference Room B |
| Date: | 1/9/23 |
| Attendees: | Jon, Serra, Lionel, Grace |
| Time: | 2:00 PM |

Agenda Items

1. Call to order
2. Roll call
3. Approval of minutes from last meeting
4. Open issues
5. New business
6. Adjournment

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| Action Items | Owner | Deadline | Status |
| Budget assessment | Jon | 2/10 | In progress |
| Building maintenance | Serra | 3/15 | Not started |
| Hiring contractors | Lionel | 1/30 | In progress |