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| Date |  |

**Welcome and introductions**

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| AGENDA |
| Key Business Updates |
| Business Metrics |
| Contract / Customer News |
| Director Roundtable updates |
| Employee Shout outs |
| Q&A |
| Any other business |

**ACTIONS ARISING FROM THE MEETING**

|  |  |  |
| --- | --- | --- |
| ACTION DETAIL | **WHO** | **WHEN** |
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