**Date:**

**Project Name:**

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| To: |  |
| Cc: |  |
| From: |  |

1. **Invitees**

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1. **Agenda**

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| **Topic** | **Presenter** | **Time** |

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| 1. Field Status Update | Name | Minutes |
| 1. Safety and Infection Control | Name | Minutes |
| 1. Architect | Name | Minutes |
| 1. Schedule Review | Name | Minutes |
| 1. Construction Issues | Name | Minutes |
| 1. VUMC IT | Name | Minutes |
| 1. Action Item Review | Name | Minutes |
| 1. Final Comments | Name | Minutes |