**Toolbox Meeting Minutes**

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| --- |
| Meeting: |
|  Date: | Time: | Location: |
| Attendees |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |
| 1. Agenda Action Item
 |
| Presenter: |  |
| Discussion |  |
|  |
|  |
| Action: |  |
|  |
|  |
|  | Person Responsible | Deadline |
|  |  |  |
| 1. Agenda Action Item
 |
| Presenter: |  |
| Discussion: |  |
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| Action: |  |
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|  | Person Responsible | Deadline |
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|  |
|  |
|  | Person Responsible | Deadline |
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Job site Superintendent