**Toolbox Meeting Minutes**

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