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| **Protocol Title/Indication:** | **Study Code:** |
| **Opinion Leader /Investigator:** | **Date of meeting:** |
| **Note taker:** | **Location:** |

**Summary:**

**Meeting Participants:**

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| --- | --- |
| **Name** | **Position** |
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|  |  |
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**Meeting Purpose:**

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**Meeting Summary:**

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**Actions Items taken/to be taken:**

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| **Notes:** |

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| **Prepared By /Date** | **Reviewed By /Date** | **Approved By/Date** |
|  |  |  |

This document has been kindly shared by a member of the Global Health Network. You are free to adapt and use it in your own studies, but please reference the Global Health Network when you do so.