

# Solar Farm Pre-Construction Meeting Minutes

Date		Time	
Location		Project Name	
Project Number		Prepared By	

## Attendees

Name	Company	Role	Contact

## Agenda

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## Discussion Points

### 1. Safety

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### 2. Scope of Work

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### 3. Schedule

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### 4. Site Logistics

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### 5. Environmental Considerations

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### 6. Permits & Approvals

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### 7. Communication Protocols

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### 8. Other Items

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## Action Items

Description	Responsible Party	Due Date	Status
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**Next Meeting**

<b>Date</b>		<b>Time</b>	
<b>Location</b>			

**Notes**