## **Value Engineering Meeting Minutes**

Meeting Da	te									
Project Nan	ne									
Location										
Facilitator										
Recorder										
Attendees										
Agenda	a									
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Discus	sion Poin	ts								
Item	Description	Description		Re	Responsible		Deadline			
Value E	Engin <del>eer</del> ir	ng Prop	osals							
Proposal		Descriptio			Decision		Action			
Next St	eps									
Additional Notes										