

# Conference Call Agenda

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Dial-In Number:080-6638-6638

Conferee Passcode: \_\_\_\_\_

Moderator: \_\_\_\_\_

2<sup>nd</sup> in Command for the call \_\_\_\_\_

## Topics to Cover

## Minutes Allotted

#1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

#2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

#3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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#4 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

#5 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

General Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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