

MINUTES

Meeting with ????? on ?????? 20??
Minutes taken by ?????? (change each week)
Group ?
Names ?

Outstanding Rents

<u>Issue</u>	<u>Action</u>	<u>Comments</u>	<u>Action Required</u> <u>By:</u>
Do you have a Building to survey			
Have you viewed it and taken 50 photos			
Three Key books Three specific books Or web sites name them			
Folder divided Ex Summary External Internal Services			
Give a ten minute presentation on the property			

Pick two people to present on the building			
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Summary

Who is the further behind with the assignment

Action for that person

Action Required

By: