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1. The first part of the document is a list of the names of the people who were present at the meeting.

2. The second part of the document is a list of the topics that were discussed during the meeting.

3. The third part of the document is a list of the actions that were taken during the meeting.

4. The fourth part of the document is a list of the conclusions that were reached during the meeting.

5. The fifth part of the document is a list of the recommendations that were made during the meeting.

6. The sixth part of the document is a list of the next steps that need to be taken.

7. The seventh part of the document is a list of the people who are responsible for implementing the recommendations.

8. The eighth part of the document is a list of the dates when the next meeting will be held.

9. The ninth part of the document is a list of the people who will be attending the next meeting.

10. The tenth part of the document is a list of the people who will be responsible for preparing the agenda for the next meeting.

11. The eleventh part of the document is a list of the people who will be responsible for taking minutes at the next meeting.

12. The twelfth part of the document is a list of the people who will be responsible for distributing the minutes to the members of the committee.

13. The thirteenth part of the document is a list of the people who will be responsible for reporting on the progress of the work to the next meeting.

14. The fourteenth part of the document is a list of the people who will be responsible for preparing the report for the next meeting.

15. The fifteenth part of the document is a list of the people who will be responsible for presenting the report to the next meeting.

16. The sixteenth part of the document is a list of the people who will be responsible for discussing the report with the members of the committee.

17. The seventeenth part of the document is a list of the people who will be responsible for taking action on the recommendations.

18. The eighteenth part of the document is a list of the people who will be responsible for monitoring the progress of the work.