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| **Date** | 2 January 2023 |
| **Client** | James & Smithers Pte Ltd |
| **Matter** | Group Outsourcing |
| **Author** | Michael Graham |
| **Attendees** | James Smithers, Tammy Windsor, Andrew Davidson |
| **Location** | Longhorn Room – Level 1, 37 Beach Rd, Singapore, 189678, Singapore |
| **Time** | 1.30pm |

MEETING AGENDA

1. Agenda Item 1:
2. Agenda Item 1:
3. Agenda Item 1:
4. Agenda Item 1:

### FILLING INSTRUCTIONS

* Ensure any relevant/required materials related to the Agenda are attached.
* Consider who needs to receive/comment on this Agenda
* File this Agenda to the relevant client SharePoint/file.
* Attach Agenda to any online meeting request