This form is used in situations where alternative courses of action and brainstorming may be required. This may include discussion on treatment of complex geotechnical problems or any other unusual situation. The issue may require action by a number of different people.

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| **Contractor** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | [Insert text here] | **Reference No.** | [Insert text here] |
| **Name** | [Insert text here] | **Description** | [Insert text here] |
| **Date Raised** | [Insert text here] | **Completion Date** | [Insert text here] |

|  |
| --- |
| Description / Details / Options / Brainstorm |
|  |

| No. | Action | By who | By when | Comments |
| --- | --- | --- | --- | --- |
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| Findings / Outcomes |
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