**MINUTES OF THE MEETING**

|  |  |
| --- | --- |
| **DATE OF MEETING:****(MM/DD/YYYY)** |  |
| **AGENDA:** |  |
| **TIME:** |  |
| **LOCATION:** |  |

**Members present** [Alphabetical Order]:

1. [Title, First Name, Middle Initial, Surname]

**NOTES:**

Noted by:

**Printed Name and Signature**

*Designation*

Prepared by:

**Printed Name and Signature**

*Designation*