

Committee:

Date:		Time:		Venue:	
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Attendees:

1		2		3	
5		6		7	
9		10		11	

Absentees:

1		2		3	
5		6		7	

Meeting Minutes

#	Agenda Item	Action	Responsible person	Deadline
1				
2				
3				
4				

#	Agenda Item	Action	Responsible person	Deadline
5				
6				

Committee members' signature:

1) Name: Signature:
3) Name: Signature:
5) Name: Signature:
7) Name: Signature:
9) Name: Signature:
11) Name: Signature:

2) Name: Signature:
4) Name: Signature:
6) Name: Signature:
8) Name: Signature:
10) Name: Signature:
12) Name: Signature: