# MINUTES OF MEETING:

| | | | |
|---|---|---|---|
| **Meeting** | | | |
| **Date** | | **Time** | |
| **Place** | | **Chairperson** | |
| **File Ref** | | **Prepared By** | |

| NAME | ABBR | DESIGNATION | Name | PRESENT | APOLOGIES | ABSENT |
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| ITEM | DESCRIPTION | ACTION | DUE DATE |
|---|---|---|---|
| **1** | | | |
| **2** | | | |
| **3** | | | |
| **Next Meeting** | | | |
| **Approval** | | | **DATE** |
| | *Print Name* | *Signature* | |
| | | | |
| | | | |
| | *Print Name* | *Signature* | |
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