



# Minutes

<b>Date:</b>	
<b>Date Issued:</b>	
<b>Time:</b>	
<b>Place:</b>	
<b>Room:</b>	

<b>Persons attending:</b>		
<b>Name</b>	<b>Initials</b>	<b>Company</b>

<b>Persons who sent regrets:</b>		
<b>Name</b>	<b>Initials</b>	<b>Company</b>



ITEM	DESCRIPTION	PERSON RESPONSIBLE	DUE DATE
1	Describe the problem / issue / concern / worry / risk in detail <ul style="list-style-type: none"> <li>• List options</li> </ul> Describe the action to resolve the problem / issue / concern / worry / risk	Name Persons Responsible to resolve this item – Use initials	State a due date for the resolution of this item
2	Describe the problem / issue / concern / worry / risk in detail <ul style="list-style-type: none"> <li>• List options</li> </ul> Describe the action to resolve the problem / issue / concern / worry / risk	Name Persons Responsible to resolve this item	State a due date for the resolution of this item
3	Describe the problem / issue / concern / worry / risk in detail <ul style="list-style-type: none"> <li>• List options</li> </ul> Describe the action to resolve the problem / issue / concern / worry / risk	Name Persons Responsible to resolve this item	State a due date for the resolution of this item
4	Describe the problem / issue / concern / worry / risk in detail <ul style="list-style-type: none"> <li>• List options</li> </ul> Describe the action to resolve the problem / issue / concern / worry / risk	Name Persons Responsible to resolve this item	State a due date for the resolution of this item
5	Describe the problem / issue / concern / worry / risk in detail <ul style="list-style-type: none"> <li>• List options</li> </ul> Describe the action to resolve the problem / issue / concern / worry / risk	Name Persons Responsible to resolve this item	State a due date for the resolution of this item

<b>Meeting Schedule</b>	
Date	Topic
MONTH DD, YYYY	
MONTH DD, YYYY	
MONTH DD, YYYY	
MONTH DD, YYYY	
MONTH DD, YYYY	