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| Title: \_\_\_\_\_\_\_\_\_ | Date (held on): |

Following are the minutes:

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| **Sr. No** | **Decision** | **Responsibility** | **Target date (if any)** | **Sign of Resp. Person (If any)** |
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Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By (Chair Person):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_