

Meeting Name	:		Meeting Organizer by	:	
Date	:		Meeting Time	:	
Venue	:		Attendances by	:	

No	Description / Subject to Follow Up	Status (Action/Open/ Closed/Info)	Person In Charge	Date of Completion
--- END OF MOM ---				

Note: Distribution this minute meeting can be done by email, facsimile, photocopy or other way.

Noted by: Reviewed by: Approved by: