|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Minutes | | | | |
| Date: | Time START: | | Time END: |  |
|  | | | | |
| Type of meeting | |  | | |
| MINUTE taker | |  | | |
| Attendees | |  | | |

## Agenda Topics / Issues – Data and Product Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(1)** |  | | | |
| Topic | |  | | |
| Issues/Problems | |  | | |
| Discussion/Solution | |  | | |
| Conclusion | |  | | |
| ReMARKS/Action/DECISION | | | Party responsible | Deadline |
|  | | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(2)** |  | | | |
| Topic | |  | | |
| Issues/Problems | |  | | |
| Discussion/Solution | |  | | |
| Conclusion | |  | | |
| ReMARKS/Action/DECISION | | | Party responsible | Deadline |
|  | | |  |  |

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| --- | --- | --- | --- | --- |
| **(3)** |  | | | |
| Topic | |  | | |
| Issues/Problems | |  | | |
| Discussion/Solution | |  | | |
| Conclusion | |  | | |
| ReMARKS/Action/DECISION | | | Party responsible | Deadline |
|  | | |  |  |

## Agenda Topics / Issues – Compliance Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(1)** |  | | | |
| Topic | |  | | |
| Issues/Problems | |  | | |
| Discussion/Solution | |  | | |
| Conclusion | |  | | |
| ReMARKS/Action/DECISION | | | Party responsible | Deadline |
|  | | |  |  |

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| --- | --- | --- | --- | --- |
| **(2)** |  | | | |
| Topic | |  | | |
| Issues/Problems | |  | | |
| Discussion/Solution | |  | | |
| Conclusion | |  | | |
| ReMARKS/Action/DECISION | | | Party responsible | Deadline |
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| --- | --- | --- | --- | --- |
| **(3)** |  | | | |
| Topic | |  | | |
| Issues/Problems | |  | | |
| Discussion/Solution | |  | | |
| Conclusion | |  | | |
| ReMARKS/Action/DECISION | | | Party responsible | Deadline |
|  | | |  |  |