| C:\Users\vc0214\Downloads\b71e7cf2-d2c5-4ed6-9b90-81252bbd04ef.jfif | Minutes of Meeting |
| --- | --- |

# Call to order

|  |  |
| --- | --- |
| DATE: | Thursday, Aug 30, 2018 |
| TIME: | 10:45 AM |
| LOCATION: | DP D215 |

* Meeting to discuss
  + Subpoint1.
  + Subpoint2.
* Attendee Names
  + Name1, Name2.
* Attendees not present
  + Name1, Name2.

# MOM Points

* [Discussion points should be updated here]

# Action Plan

[Below table needs to be filled with any action plans decided in this meeting. Please also remember to update Action plan data sheet present in the project directory]

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Action items | Owner(s) | Deadline |
|  |  |  |  |

# Announcements

* [Summary and conclusions of the meetings shall be updated here.]