TrustIoT Framework for Industry 4.0

"Meeting Minutes"

|  |  |
| --- | --- |
| Document Classification: | Internal |
| Document Ref. | *TrustIoT Framework for Industry 4.0* |
| Version: | *1* |
| Document Author: | *Jibran Saleem* |
| Document Owner: |  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Revision Author** | **Summary of Changes** |
|  |  |  |  |
|  |  |  |  |

**Distribution**

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |
|  |  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

# Meeting Minutes

**AGENDA**

1. **Apologies for absence**

[Add your text here.]

1. **Minutes from the last meeting**

[Add your text here.]

1. **Matters arising**

[Add your text here.]

1. **Reports**

[Add your text here.]

1. **Unfinished business**

[Add your text here.]

1. **New business**

[Add your text here.]

1. **Announcements**

[Add your text here.]

1. **Agreement of deliverables for the next meeting**

[Add your text here.]

1. **Date and venue of next meeting**

[Add your text here.]

1. **Reserved Business**

[Add your text here.]