

Minutes of meeting <date>

saikrishna

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1 Date and time

- Date and time when the meeting has happend.

2 Attendees

- Names

3 Agenda

- Agenda of the meeting

4 Minutes

- overview of previous meeting

if this is discussed during the meeting.

- Discussion

What ever client has explained What all the doubts students has asked What are the solutions proposed. . . .

- Action Points

Tasks identified to be completed by next meeting.

5 Date of the next meeting.

If it is identified.