**Meeting minutes**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

Table 1: Revision history

# **Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Date** | **Time** | | **Prepared by** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Purpose of meeting**

|  |
| --- |
| **Purpose of Meeting** |
|  |

Table 2: Purpose of meeting

# **Attendance at meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance at Meeting** | | | |
| *Name* | *Department/Division* | *E-mail* | *Phone* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Reference**

# **Meeting note**

# **Issues – Action items**

| **Issues-Action Items** | | | | |
| --- | --- | --- | --- | --- |
| *ID / #* | *Issue/Action* | *Assigned to* | *Due Date* | *Status* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 3: Issue - Action Items

# **Next meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Next Meeting** | | | |
| **Date:** | **Subject:** | **Time:** | **Location:** |
| **Meeting Minutes taker** |  | | |

Table 4: Next meeting