**Minutes of Meeting**

|  |  |
| --- | --- |
| **Date of Meeting** |  |
| **Place of Meeting** |  |
| **Attendees** |  |
| **Purpose of Meeting** |  |

|  |  |  |
| --- | --- | --- |
| **Agenda** | | |
| **Items** | **Discussions** | **Remarks** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Action Item** | | |
| **Task to be Done** | **Person Responsible[[1]](#endnote-1)** | **Due Date[[2]](#endnote-2)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Shall be indicated the main person and assistant person in charge. [↑](#endnote-ref-1)
2. Shall be indicated an interim report date and the final completion date. [↑](#endnote-ref-2)