# Project: XXXXXXXXXXXXXXX

## Date: DD *MMMMMM* YYYY

**Time: 03:15 PM – 05:15 PM**

## Place: *XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX*

**Topic: XXXXXXXXXXXXXXXXXXXXX**

**Participants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Contact No. | Signature | Remark |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Invitees | No. of Absent Member | No. of Participant | Attendance Ratio (%) |
| 0 | 0 | 0 | 100.00 % |
| Remark | | | |
|  | | | |

# Meeting materials

|  |  |  |
| --- | --- | --- |
| File | Description | Remark |
|  |  |  |

# Agenda

|  |
| --- |
|  |
| 1. **XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX** |

**Topic: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

| Minutes: |
| --- |
|  |
|  |

# Issues / Problem discussion

| Item | Issue by | Description | Severity  (L,M,H) | Responsibility | Target Date |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Decisions Log

|  |  |  |
| --- | --- | --- |
| Item | Description | Notes |
|  |  |  |

# Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Raise by | Description | Responsibility | Target Date |
|  |  |  |  |  |
|  |  |  |  |  |

Recorded by XXXX XXXXXXX

Created on Friday 22rd, 2013 5.00 PM