

Minutes of Meeting

Group X UC	Co-curricular Studies MPU 3412	School of General Studies
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Date :

Time :

Venue :

ATTENDANCE

Present :

Absent :

Absent with reason:

No	Description	Action	Date
1.0	Address by Chairperson The Chairman extended a warm welcome to all members	Chairperson	
2.0	Confirmation of previous meeting Minutes		
3.0	Main Items for Discussion 3.1 Finance 3.2 Marketing 3.3 Logistics 3.4 Transport 3.5 Materials		
4.0	Other matters		
5.0	The Meeting ended at about 3.40 pm. Date of next meeting. Not finalized at this point.		

Minutes prepared by:

Name

Secretary

Date

cc: Chairman