**Bahwan Cybertek**

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| **Document Name** | **KVB- Digital&Liability \_MOM** |

**Document Release Log Sheet**

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| --- | --- | --- | --- | --- | --- |
| Ver. No. | Date | Prepared By | Reviewed By | Approved By | Changes made (affected sections) |
| 1 | 23-Jun-21 | Divahar |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Template Release Log Sheet**

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| --- | --- | --- | --- | --- | --- |
| Ver. No. | Date | Prepared By | Reviewed By | Approved By | Changes made (affected sections) |
| 1.0 | 14-Jul-04 | Ramkumar | PMO | PMO | Initial Version |
| 1.1 | 22-Jan-07 | Raghunathan | PMO | PMO | Updated the template release log sheet and cover page |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting** |  | | |
| **Venue** |  | | |
| **Start Time** |  | **End Time** |  |
| **Participants** |  | | |
| **Author Name** |  | | |
| **Chairperson** |  | | |
| **Date** |  | | |

# Agenda for the meeting:

# 1.

2.

3.

4.

5.

# Pre-requisites for the meeting:

1.

2.

3.

**Discussions Held & Decisions Taken:**

|  |  |
| --- | --- |
| **Sl.No.** | **Discussions Held / Decisions Taken** |
|  |  |
|  |  |

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| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Projects/ Function** | **Action Points** | **Responsibility** | **Target Date** | **Status** |
| 1. |  |  |  |  |  |
|  |  |  |  |  |  |

Note: Action items shall be tracked to closure