|  |  |
| --- | --- |
| **DATE** |  |
| **TIME** |  |
| **VENUE** |  |

|  |  |
| --- | --- |
| **ATTENDEES** | |
| *Name* | *Unit/Organization/Office* |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **PROCEEDINGS** | | |
| **Agenda** | **Notes/Issues** | **Resolution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **ACTION POINTS** | | |
| **Tasks** | **Person-in-Charge** | **Target Date** |
|  |  |  |
|  |  |  |

**APPENDIX 1**

*(Insert additional pictures or additional details here. Please put on a separate Appendix the other additional details)*

Prepared:

**\*insert name here\***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

President, APC-SOAR