C:\Projects\ePathUSA\logo.png

**Minutes of Meeting**

Version No: 1.0

Date: May 17, 2017

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Date | Prepared by / Modified by | Change Summary | Approved By | Approved On |
| 1.0 | May 02, 2017 | Sridhar | First Draft Made | Anitha T G | May 17, 2017 |
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**Minutes of Meeting**

**Meeting Agenda:** The following is an account of the minutes taken at the [Meeting Title] meeting held between [Start date and time] to [End date and time]

|  |  |
| --- | --- |
| Purpose of Meeting: |  |
| Attendees list: |  |
| Prepared By: |  |
| Duration: |  |
| Agenda: |  |
| Notes: |  |

**Action items**

Update the action items in the below table and track them using the project workbook and discussed during the next reasonable meeting.

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| --- | --- | --- | --- | --- |
| # | Action Item Description | Responsibility | ETA | Remarks |
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