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General Meeting Minutes Form

	Date:
Meeting Coordinator:	Meeting Venue:
Meeting Organizer:	
Key Presenters:	



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Meeting Minutes: (Use Additional Pages if required)



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Approved Minutes: (Use Additional Page if required)



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Meeting Attendance: (Use Additional Page if required)

Name of the members	Approved (Put Y for approve)	Not Approved (Put N for Not approve)	Comments	Signature



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Meeting Minutes Ap	proved by	number of votes.	
Signatures			
Chief Advisor	Coordinator	President	General Secretary