## Minutes of Meeting -A test document

Subject:	Place:	
Meeting Subject will add here.	• BD	
Date & Time:	Referent/From:	

Mar 08,2020 10.30 AM - 11.30 AM Md Zakir Hossain

Participants:

**From ABC** 

**From XYZ** 

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## Purpose & Agenda for meeting:

- Go live roadmap finalization
- Activity details finalization with roadmap

## 2. Minutes of meeting & required actions from meeting

Activities	Responsible Team	Deadline
Go Live Date Proposal:	Person Accountable:	
It has been discussed and decided the Go live Date by all parties for		Mar 18 , 2001

UAT Sign off Document:  It has been discussed that UAT sign off will be provided by business on 18th March 2001.	Person Responsible:	18th March 2001
Training on User Access Control:	Person Responsible:	Post UAT Sign Off
It has been discussed and decided that a traianing will be conducted by «XYZ» governance team on user access.		