**Minutes of Meeting**

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| **Meeting No:** | **Committee’s Name/Subject:** |
| **Venue:**  | **Day/Date:**   | **Time:**  |
| **Signature** | **Title** | **Participant’s Name** | **Sr. #** |
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| **Recorded by:**  | **Originator:**  |

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| **Proposed By** | **Agenda Items** | **Item #** |
|  |  | **1** |
|  |  | **2** |
|  |  | **3** |

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| **Follow-up****Action by/****Accountability** | **Minutes/Recommendations/Decisions** | **Item #** |
|  |  | **1** |
|  |  | **2** |
|  |  | **3** |

**Approved for issue by: Distribution:**

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| **Dr.**  | 1.
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