**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.** |  |
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