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Lupon Minutes of the Meeting for the Month of _____

Date: *[MM-DD-YYYY]* ***Time Started:*** *[HH:MM]* ***Time Ended:*** *[HH:MM]*

Venue: *[insert address / location where meeting was conducted]*

Facilitated by: *[insert name of facilitator]*

Documented by: *[insert name of documenter]*

Participants

Name	*Designation*
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Agenda

1.
2.
3.

DISCUSSION POINTS

Agenda 1:
1. 2. 3. 4. 5.
Agreements / Highlights
1.

2.
3.
4.
5.

Agenda 2:

1.
2.
3.
4.
5.

Agreements / Highlights

1.
2.
3.
4.
5.

Agenda 3:

1.
2.
3.
4.
5.

Agreements / Highlights

1.
2.
3.
4.
5.

ACTION POINTS

Deliverable / Task	Person In-Charge	Target Date

Insert Header Here

Prepared By:

Approved By: