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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
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1.

2.

3.

4.

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10.

11.

12.

13.

14.

15.

**Agenda**

1.
2.
3.

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DISCUSSION POINTS

<b><i>Agenda 1:</i></b>
1.
2.
3.
4.
5.
<b><i>Agreements / Highlights</i></b>
1.

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- 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

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Prepared By:

Approved By: