**Minutes of Meeting (MoM)**

***Section 1.0 – The Logistics & Documentation***

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| **Meeting Logistics** |  | |
| Date: |  | |
| Time: |  | |
| Location: |  | |
| Subject: |  | |
| Chairperson: |  | |
| Reference: |  | |
| MoM Prepared by: | **Name** |  |
| Job title |  |
| MoM Reviewed by: | **Name** |  |
| Job title |  |
| MoM Approved by: | **Name** |  |
| Job title |  |

|  |  |  |
| --- | --- | --- |
| **Attendees:** |  |  |
| Name | Job Title | Initial |
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| **Apologies:** |  |  |
| Name | Job Title | Initial |
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| --- | --- | --- |
| **Distribution:** |  |  |
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***Section 2.0 – Action Items / Points of Discussion***

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| --- | --- | --- | --- |
| **#** | **Action Item / Description** | **Action By** | **Target Date** |
|  |  |  |  |
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Meeting concluded at <TIME>

Next Meeting <DATE> at <TIME>