# Minutes of the Meeting

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| --- | --- | --- | --- | --- | --- |
| Meeting No.  |  | Date: |  | Time: |  |

 **Attendees:**

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| --- | --- | --- | --- |
| Name | Seat No. | Attendance (√ or X) | Signature of Supervisor with Date |
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|  |  |  |
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**Minutes:**

|  |  |
| --- | --- |
| **S. No.** | **Discussion Point** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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**Signature of Supervisor**