**MINUTES OF MEETING Meeting -**

Date: 3/15/20XX Venue:

Attendees: Minutes Taken By: **gurung\_cha**

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| **Issues** | **By** | **Discussion & Decision** | **Responsible** | **Deadline** |
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Signature of Attendees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_