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| Attendance | | | | | | | | |
| No | | Name | | Role in Meeting | | Position / From | | Signature |
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| Meeting Minutes | | | | | | | | |
| No | Issue | | | | Status & Solution | | Action by | |
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*(Please use extra sheets if necessary)*

Prepared by:

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Name:

Position:

Date:

Approved by:

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Managing Director

Date: