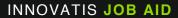


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I\ /I	IAATINA	<b>Minutes</b>
IVI		

Meeting Location								
Date of Meeting: (MM/DD/YYYY)	Tin	ne:						
1. Meeting Objective	•							
2. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)								
Description		Prepared by						
3. Topics								
Topic		Decision Needed?						
4. Parking Lot Issu	es to be followed up on							
Item 1.	Who	By When						
2. 3.								







Meeting/Project Name:				
Date of Meeting: (MM/DD/YYYY)		Time:		
Minutes Prepared By:		Location:		
1. Meeting Objective				
2. Attendance at Meeting	g			
Name	Department/Division	E-mail	Phone	
2. Awards and Notes D	acidiana Jasuas			
3. Agenda and Notes, D	ecisions, issues	Owner	Time	
Topic		Owner	Time	
4. Action Items				
Action		Owner	Due Date	
5. Next Meeting (if applic	able)			
Date: (MM/DD/YYYY)	Time:	Location:		
Objective:				

