



**Minutes**

Approved by:

Date:

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<b>Meeting Date:</b>		<b>Minutes number:</b>	
<b>Start Time:</b>		<b>Finish Time:</b>	
<b>Kind of meeting:</b>	<input type="checkbox"/> Board	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:
<b>PARTICIPANTS (names and positions):</b>			
<b>Agenda:</b>			
<b>CONCLUSIONS:</b>			
<b>Pending tasks:</b>		<b>Responsible/s:</b>	<b>Time limit:</b>
<b>Minutes done by:</b>	<b>Name:</b>	<b>Position:</b>	<b>Date:</b>