

MEETING LOG

MEETING OF:

LOCATION:

DATE:

TIME:

MEMBERS
PRESENT:

MEMBERS
ABSENT:

PROBLEMS / ISSUES DISCUSSED

RECORD OF DISCUSSION

PROBLEM / ISSUE NO. 1

Topic =

Follow-up =

Recommendation/s =

PROBLEM / ISSUE NO. 2

Topic =

Follow-up =

Recommendation/s =

PROBLEM / ISSUE NO. 3

Topic =

Follow-up =

Recommendation/s =