

HEXATECH	Minutes Of Meeting	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
		Revision No.: 0		Document Ref.: AD-REC-MOM

TYPE OF MEETING: TITLE OF MEETING: _____

INTERNAL MEETING MINUTES DATE : _____
 VENDOR MEETING PREPARED BY : _____
 OTHERS, PLEASE SPECIFY

DATE & TIME : _____
 VENUE : _____

ATTENDANCE :

ABSENT :

ITEM	DESCRIPTION	ACTION	
		RESPONSIBILITY	COMPLETION DATE

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ITEM	DESCRIPTION	ACTION	
		RESPONSIBILITIES	COMPLETION DATE

<p>Minutes By :-</p> <p>-----</p> <p>RECORDING SECRETARY Date:</p>	<p>Approved By :-</p> <p>-----</p> <p>MANAGING DIRECTOR Date:</p>
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