**Meeting number:**

**Purpose of meeting:**

**Venue:**

**Date of meeting:**

**Officers Present:**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Name** | **Designation** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Name** | **Designation** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Welcome**

**Approval of Agenda**

**Approval of Previous Notes of Meeting**

**Matters arising**

**Brief on Topics Discussed**

**AOB**

**End of Meeting**

**Date: MAURITAS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and Designation** |  |  |  |  |  |  |
| **Signature** |  |  |  |  |  |  |

*(to add more tables as necessary)*