**Minutes of Meeting**

Company Name

A branch of Junior Achievement

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| Date:Location:Time Start: Time End: |

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| **MEMBERS PRESENT** |
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| **Item Number** | **Decisions Made** | **Action By** |
| 123 | Apologies received fromMinutes of the meeting held on ..................... were agreed / or agreed with the following amendments.Matters arising were: |  |

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| **Item Number** | **Decisions Made** | **Action By** |
|  |  |  |

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