**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** |
| 1  2  3 | Apologies received from  Minutes 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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