## MEETING NOTES

| DATE        | TIME |         | LOCATION | DAY     | S/M/T/W/T/F/S |
|-------------|------|---------|----------|---------|---------------|
| OBJECTIVES  |      |         |          |         |               |
|             |      |         |          |         |               |
|             |      |         |          |         |               |
| MAIN POINTS |      |         |          |         |               |
|             |      |         |          |         |               |
|             |      |         |          |         |               |
|             |      |         |          |         |               |
| PRESENTERS  |      | AGE     | NDA      |         |               |
|             |      | _     _ |          |         |               |
|             |      | _     _ |          |         |               |
|             |      |         |          |         |               |
| PRESENTERS  |      |         |          |         |               |
|             |      | _       |          |         |               |
|             |      | _     - |          |         |               |
|             |      |         |          |         |               |
|             |      |         |          |         |               |
|             |      |         |          |         |               |
| ACTION ITEM |      |         | INCHARGE | DUE DAT | E STATUS      |
|             |      |         |          |         |               |
|             |      |         |          |         |               |