## 

**Meeting Notes**

**The minutes of the meeting are not verbatim but an account of key facts.**

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| --- | --- |
| **Employee’s Name:** |  |
| **Job Title:** |  |
| **Chairperson’s Name:** |  |
| **Job Title:** |  |
| **Note Taker’s Name:** |  |
| **Job Title:** |  |
| **Representations Name:** |  |
| **Job Title:** |  |
| **Date of Meeting:** |  |
| **Meeting Start Time:** |  |
| **Meeting Finish Time:** |  |

**Notes**

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|  | *Insert extra lines if required* |