MINUTES OF MEETING

Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEETING NAME :** Project MeetingNo. **.........................**

 **DATE & TIME :**

 **VENUE :**

**ATTENDEES :**

**TAKEN BY :**

**REVIEWED BY :**

**DISTRIBUTION :** All Attendees

 Site Circulation

**ATTACHMENT :**

| **ITEM** | **ISSUE** | **ACTION** | **DATE** |
| --- | --- | --- | --- |
| **1** | **Comments on the Last Minutes** | **-** | **-** |
| 1.1 | PACNS were no comment on the last minutes of meeting. Therefore, the minutes were deemed accepted by recipients. |  |  |
| **2** | **Authority Submission** | **-** | **-** |
| 2.1 |  |  |  |
| **3** | **Neighborhood Issues** | **-** | **-** |
| 3.1 |  |  |  |
| **4** | **Design Development** | **-** | **-** |
| 4.1 |  |  |  |
| **5** | **Tenders** | **-** | **-** |
| 5.1 |  |  |  |
| **6** | **Any Other Business** | **-** | **-** |
| 6.1 |  |  |  |
| **7** | **Next Meeting:** | **-** | **-** |
| 7.1 | Next meeting was to be at …….. hours on ……..at…………. |  |  |

NA = Not Applicable, TBA = To Be Advised

These minutes constitute understanding in the meeting’s contents by the taker(s). Should there be any comments, please notify the taker(s) in writing within 7 calendar days after receiving these minutes. Otherwise these minutes are deemed accepted by recipients.