

# NIGERIAN SAFETY INVESTIGATION BUREAU



SAFETY HOUSE, NNAMDI AZIKIWE INTERNATIONAL AIRPORT P.M.B. 7009 GARKI FCT- ABUJA; NIGERIA

## MINUTES OF MEETING TEMPLATE

MINUTES OF MEETING No.:YYYY/ NNN

<b>TYPE OF MEETING</b>		
CHAIRMAN		
MINUTES TAKER		
ATTENDEES	PRESENT	ABSENT
VENUE		
DATE		

### AGENDA

Discussion	
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## MINUTES OF MEETING TEMPLATE

### 1. MINUTES OF THE LAST MEETING (dd/mm/yyyy)

Discussion			
Conclusion			
Action items	Person responsible	Target date	

### 2. COMMENCEMENT

Discussion			
Conclusion			
Action items	Person responsible	Target date	

### 3. MATTERS ARISING

Discussion			
Conclusion			
Action items	Person responsible	Target date	

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## MINUTES OF MEETING TEMPLATE

### 4. ANY OTHER BUSINESS (AOB)

Discussion			
Conclusion			
Action items	Person responsible	Target date	

### 5. ADJOURNMENT

MEETING ENDED AT:

Signed

Signed

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

Name:

Name:

Date:

Date: