**MEETING MINUTES**

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| **A- GENERAL INFORMATION** | | | |
| **Called By** | | **Committee Name** | |
|  | |  | |
| **Meeting Date** | | **Meeting Time** | |
|  | |  | |
| **Meeting number (ex. 441-1)** | | **Meeting Place** | |
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| **B- IN ATTENDANCE** | | | |
| **Attendee’s Name** | **Department and Designation** | | **Affiliation ( Chair/Member)** |
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| **C- MINUTES**  It is recommended to start with agenda that has an action plan from the previous meeting(if any); then add the new agenda | | |
| **Agenda Item** | | **Action Plan Status**  **(New /In progress/Achieved//Not applicable)** |
| 1 |  |  |
| 2 |  |  |
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| **D- MINUTES DETAILS** | |
| **Agenda Item** | | | **Proposed by** |
| **1** |  | |  |



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|  | **Discussion** |
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|  | **Recommendation(s)**  **Code\* ( e.g. 1- 4- 44)** |
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**Code\* : ( Number of recommendation Meeting Number per academic year- Academic year)**

**For example: (1-4-44); (Recommendation 1 in meeting 4 at academic year 1444)**

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| **E- Action Plan (if any for this subject)** |

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| **Action Plan** | **Person responsible** | **Deadline** | **Comments** |
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| **F- MINUTES SIGNATURES** | | |
| **Attendee’s Name** | **Affiliation**  **( Chair/Member)** | **Signature** |
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| **G- MEETING MINUTES APPROVAL (S)** | | |  |
| Signature | Date (M/D/Y) | Name |  |
|  |  | Mainly by the committee chair | **Submitted by** |
| **Approval, to be implemented as per KKU’s rules and regulations** |  | VDs , HoDs, Manager, Dean | **Approved by** |
| **Approval, to be implemented as per KKU’s rules and regulations** |  | Dean ( For College level committee and other formed by the Dean or College board) |

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| --- | --- |
| (Folder name and date- Location) | Documented as Hard copy at |
| (Department or HoD Drive account link) | Documented as Sof copy in the following link/Barcode |