**MEETING MINUTES**

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| **A- GENERAL INFORMATION** |
| **Called By** | **Committee Name**  |
|  |  |
| **Meeting Date** | **Meeting Time** |
|  |  |
| **Meeting number (ex. 441-1)** | **Meeting Place** |
|  |  |
| **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 |  |  |
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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 |