



Minutes of Meeting

Meeting Date and Time		Meeting Location	
Meeting Organizer		Meeting Presider	
Minutes Drafted by and Date		Meeting Title	

Attendees	Apologies

Meeting Agenda Brief Description
<ul style="list-style-type: none">

Summary of Discussions	
	Matters Discusses:
1	
2	
3	
4	
5	
6	
7	
8	

Resolutions for Action

Usage Instruction: This MOM template shall be used to document meetings that are not regular or very-short in nature--It maybe in the form of an informal executive officials discussion, emergency admin meetings, departmental informal meetings, one-on-one executive or management meetings, staff operational meetings or FGD's, etc. for which critical decisions are made and yet not documented. This template shall only be used internally by officials and staff members of Colegio de San Juan de Letran-Manila. Prepared by; Planning and Development Office, Version 1-2015.