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| **Meeting Title** |  | **Date** |  |
| **Audit Criteria** |  | | |

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| **Attendee** | **Designation** | **Company** |
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| **Minute No.** | **Minutes** | **Action By** | **Target Date** |
| --- | --- | --- | --- |
|  |  | Lead Auditor | All Auditees |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |
|  |  | *Auditor Name* | *Auditee Name* |

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| **END** *(this indicates the end of the meeting minutes)* |