Sheet of

Record Note

P = Participant F = For Information

Subject :	Name	Dept.	P / F
Meeting / Discussion / Teletalk record			
Date :			
Time : from to			
Location :			
Topics : 1. 2. 3. 4. 5.			

No.	Cat.	Content	Responsibility	Finish Date

Category : I = Information Di = Discussion De = Decision A = Action necessary