

Business Review Meeting

Format No.:

Business Review No.	Review Date & Time	Business Review for Period

Member Present			
Sr. No.	Name of Member	Designation	Sign

Pending Actions – Previous Meeting				
Sr. No.	Pending Points	Responsibility	Status	Target Dt.

Customer Complaints	

Internal Rejection					
Month	Job Order No.	Job Qty	Rejected Qty	% Rejection	Remarks

Defect Analysis

Objective Review

Training	Action Plans for Improvements

 Manager General

 Managing Director