MEETING PLANNING SHEET

NACETING DATE	NACETINIC TIME	DI ACE OF MEETING	NOS MEMBERS
MEETING DATE	MEETING TIME	PLACE OF MEETING	NOS. MEMBERS
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NAME OF MEMBERS WILL ATTEND MEETING			
POINTS TO BE DISCUSS IN MEETING			
TARGET POINTS (POINTS ON PRIORITY)			
OTHER POINTS THAT NEES TO DISCUSS			