

Bharat College of Engineering, Badlapur (W)

Minutes of Meeting (MOM)

A meeting is called by _____ on _____ at _____ am/pm.

Venue _____

Agenda of the meeting

1.	
2.	
3.	
4.	
5.	

Members called for the meeting

Name	Signature	Name	Signature

Points / issues discussed

Minutes of meeting