Industrial Facility Pre-Meeting Minutes

Date:					
Time:					
Location:					
Facilitator:					
Recorder:					
Attendees:					
Meeting Purpose:					
Agenda Items:	D		Times Allegade d		
Item	Prese	nter	Time Allocated		
Key Discussion Poi	nts:				
Action Items:					
Action		Responsible		Deadline	
		respendible		Deddinie	
Next Steps:					

Next Meeting (Date/Time/Location):