KindCare
Meeting Minutes Template

Meeting title	
Date:	
Time (start and finish):	
Location:	
Attendees:	
Absent:	

Agenda Items

1.	
2.	
3.	
4.	

Item No.	Agenda Item	Discussion	Action items	Responsible	Deadline

Notes/Comments

1.	
2.	

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Supervisor signature:	

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