

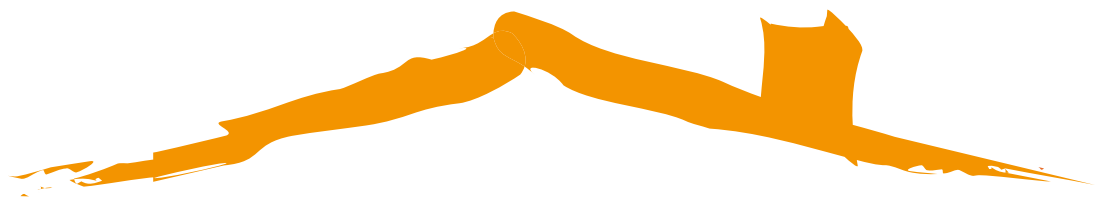


HOUSING FOR THE AGED ACTION GROUP INC.

EXAMPLE: MINUTES

Minutes can be used as an official record of proceedings at committee meetings. They may include:

- » the title of the meeting
- » the date, time and venue
- » a record of the people present
- » apologies for absences
- » corrections to minutes of the previous meeting
- » actions relating to the previous meeting
- » items to be discussed and decided
- » the date, time and venue of the next meeting.



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