



OVCA FORM 104: MINUTES OF THE MEETING

Office of the Vice Chancellor for Academics MINUTES OF THE MEETING	
MEETING PRESIDED	
NATURE/TYPE OF MEETING	
DATE/VENUE OF MEETING	
MINUTES TAKER	
GUEST/S	
CC	
ATTENDANCE	PRESENT: ABSENT:
PROCEEDINGS	CALL TO ORDER: The meeting was called to order at _____ in the _____. INVOCATION: The meeting started with an opening prayer led by _____. APPROVAL OF THE PREVIOUS MINUTES OF THE MEETING: The minutes of the meeting dated _____ have been approved as corrected.



AGENDA	
1.	
DISCUSSIONS/COMMENTS/SUGGESTIONS	STATUS/ACTION TAKEN/DEADLINE (IF ANY)/PERSON RESPONSIBLE
2.	
DISCUSSIONS/COMMENTS/SUGGESTIONS	STATUS/ACTION TAKEN/DEADLINE (IF ANY)/PERSON RESPONSIBLE
OTHER MATTERS	DISCUSSIONS
1.	
2.	
3.	
ADJOURNMENT	The meeting was adjourned at exactly _____.