

School Faculty Assembly Documentation

General Information

Date	
Time	
Venue	
Called by	

Attendance

#	Name	Department/Role	Signature
1.			
2.			
3.			

Agenda

- 1.
- 2.
- 3.

Minutes of the Meeting

- 1.
- 2.
- 3.

Decisions/Action Items

Action/Decision	Responsible Person	Deadline

Remarks/Other Notes

Prepared by

Checked by

Approved by