



Card Program Implementation Meeting Minutes

Meeting Name:	Project Status Update
Meeting Owner:	
Meeting Date and Time:	
Location/Conf #/Webex:	

Meeting Invitees: (place a "D" after invitee name if they are a decision maker; place an "X" in the small box if the invitee attended)							

Meeting Objective(s): (What will be achieved during this meeting? Each objective should start with a VERB)

Agenda Item (Country)	Item Owner

Decisions Made	
1.	
2.	
3.	
4.	

Meeting Notes

Action Items	Owner	Due Date