KEFRI/F/CAQA/03



**KENYA FORESTRY RESEARCH INSTITUTE**

**MEETING MINUTES**

**TITLE/PURPOSE OF MEETING……………………………………………………………………….**

**DATE………………………………..**

**VENUE ………………………………….**

**In Attendance**

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **Designation** |
|  |  |  |
|  |  |  |
|  |  |  |

**Absent with apologies**

|  |  |
| --- | --- |
| **No.** | **Name** |
|  |  |
|  |  |
|  |  |

**Absent without apologies**

|  |  |
| --- | --- |
| **No.** | **Name** |
|  |  |
|  |  |
|  |  |

**AGENDA**

**1….**

**2….**

**3…..**

**MINUTES**

MIN.1/25/08/2017

**A.O.B**

1..

2..

***Signed for circulation***

**Chairman ………………………………….. Date ………………………………………..**

**Secretary ………………………………….. Date ………………………………………..**