MEETING MINUTES

Title：Weekly Accounting Committee

Date/Time： 31/12/2022(Sat) 13:00-17:00

Location：Teams

Attendees(Omitted honorific titles)：

XXX

YYY（Written by）

【Agenda】

１．Monthly & Yearly Area 13:00-

２．Master Maintenance Area 14:00-

３．Account Payable Area 15:00-

４．Fixed Asset Area 16:00-

【Attachments】

１．WeeklyMTG\_Accounts\_20221231v1.2.pptx

【Conclusions】

|  |  |
| --- | --- |
| Conclusion☆: | Approved by: |
| ― | ― |
| ― | ― |

【Actions】

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Action★: | Due date: | Responsible: |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

【Notes】（Omitted honorific titles）　☆：Conclusion　★：Action

１．Monthly & Yearly Area（13:00-14:00）

Explain along with＜：ｘｘｘ\_v1.0.xlsx＞（Jay）