

Copy of Meeting Minutes

Meeting Title

Meeting Date

Meeting Time

Meeting Location

Meeting Called By

Facilitator

Note Taker

Timekeeper

Attendees

Agenda Topics

Action Items

Person Responsible

Deadline

Action Item

Changes

Assigned To

Deadline

Topic 2

Topic 3

Topic 4

Topic 5 i. Changes to food safety management system documentation (policies, procedures, specifications , food safety plan); ii. Food safety culture performance; iii. Food safety objectives and performance measures; iv. Corrective and preventative actions, and trends in findings from internal and external audits, customer complaints, and verification and validation activities; v. Hazard and risk management system; and vi. Follow - up action items from previous management review.

Topic 6

Topic 7

Topic 8

Topic 9

Topic 10

Topic 11

Observers Names

Resource Persons Names

Additional Notes