

**Plant Utilization and Planning Meeting
Minutes – <DATE>**

TOPIC	DISCUSSION	ACTION TO BE TAKEN
Call to order	<Name> called the meeting to order at <time>	
<Agenda item>		
<Agenda item>		
<Agenda item>		
<Agenda item>		
<Agenda item>		
<Agenda item>		
<Agenda item>		
<Agenda item>		
<Agenda item>		
Adjournment	<Name> adjourned the meeting at <time>	

Attending: