



<b>File Reference No.</b>	Type File Reference No. Here
<b>Subject Matter</b>	<b>Type Subject Matter Here</b>
<b>Date</b>	Type Date Here
<b>Time</b>	Type Time Here
<b>Venue</b>	Type Venue Here
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Type Attendees Here</li> </ul>

**INTRODUCTION**

The agenda/subject matter to be discussed during the meeting.

**MATTERS**

1. CHRONOLOGY OF THE CASE  
Description
2. ANALYING THE CASE FROM THE LEGAL ASPECT  
Description
3. OPTIONS  
Description
4. SUGGESTED SOLUTION  
Description
5. ADVISE  
Description
6. CONCLUSION  
Description

Prepared by,  
Type Your Name Here