

## Sample of Management Review Meeting Minutes (Outline)

**Date:** 15 April, 2006

**Time:** 9: 30 to 11: 00 a.m.

**Participant:** Hung Tao (Managing Director)

Siu Ming (EMR/ General Manager (Shenzhen Branch))

Tony Kwan (DEMUR/ Administration Manager (Hong Kong Branch))

CT Wan (DEMUR/ Plant Manager (Shenzhen Branch))

SL Chen (Finance & Administration Department (Shenzhen Branch))

Wilson Man (Production Manager (SZ Branch))

Rosa Leung (Quality Assurance Manager (SZ Branch))

Henry Tam (Research & Development Manager (SZ Branch))

TK Wong (Sales and Customers Manger (HK Branch))

Miranda To (Marketing Manager (HK Branch))

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Action</u></b>
1.	Confirmation of Minutes of the Meeting Held on 15 January, 2006	
2.	Actions Arising from Previous Meeting :	
	<ul style="list-style-type: none"><li>• Review of Policy, Objectives &amp; Targets, Programmes</li><li>• Review of Legal Compliance</li><li>• Environmental Aspects of Activities and their Disclosure to Public</li><li>• Audits and Follow-up</li><li>• Review of Nonconformities, Enquiries and Complaints, Received and Corrective / Preventive Actions Adopted</li><li>• Areas for Improvement and Long Term Objectives</li><li>• Adequacy of Emergency Preparedness</li><li>• Modification of Existing EMS</li></ul>	
3.	A.O.B.	

*There is no further business, the meeting was adjourned at 11:00am.*

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