



This form is to be completed electronically. **Hand-written submissions will be returned.**

One of the greatest risks of “**inadvertent violations of export laws and regulations**” occurs during informal technical exchanges with Foreign Persons. UM’s Export Control Recordkeeping Form will serve to “heighten UM employees’ awareness that such communications and meetings are risk areas for potential export violations.

Meeting Facilitator and or Presenter please fill out the Export Control Recordkeeping Form in order to preserve a record of the interchange and interactions with Foreign Persons, as per [15 CFR 762](#) (Recordkeeping).

MEETING AGENDA

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Meeting Facilitator/Presenter:		Location:	

1. Meeting Objective

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2. Invitees (Please attach list of Invitees, if more than five.)

Name	Dept./Division/Organization	Country	E-mail	Phone

3. Meeting Agenda (Please attach agenda items, if more than five.)

Topic	Owner	Time

Description	Prepared by

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		Time:	
Minutes Prepared By:		Location:	

[illegible]

Name	Dept./Division/Organization	Country	E-mail	Phone

**3. Agenda and Notes, Decisions, Issues**

Topic	Owner	Time

4. Action Items

Action	Owner	Due Date

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		Time:		Location:	
Objective:					

6. Submit

Printed Name:		Date Submitted :	
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