

# FORMAL MEETING MINUTES FOR

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## I. MEETING DETAILS

Chairperson / Meeting Leader: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## II. ATTENDEES.

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## III. ABSENCES.

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## IV. CALL TO ORDER.

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## V. OLD BUSINESS.

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## VI. NEW BUSINESS.

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## VII. OTHER ITEMS.

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## VIII. ADJOURNMENT.

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Submitted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Approved by: \_\_\_\_\_

Print Name: \_\_\_\_\_