

Organization Name

Meeting Minutes

Date

Opening:

When the meeting was called to order, where it was being held, and who called it to order.

Present:

All present members.

Absent:

Any members who were not present.

Approval of Agenda

Approval of Minutes

Business From the Previous Meeting

Any motions or topics that were previously raised, a brief description of what took place, and whether they were approved or rejected.

New Business

Any motions or topics that were raised for the first time at this meeting, a brief description of what took place, and whether they were approved or rejected.

Additions to the Agenda

Any additional items that were raised by committee members. ›

Adjournment:

What time the meeting was adjourned and by whom, as well as where the next meeting will be held and when.

Minutes submitted by: Name

Minutes approved by: Name