

Meeting Minutes Template

Name of Group :

Date :

Memorandum :

From :

Subject :

Attendees

The following personnel were present at the stated meeting.

Call To Order

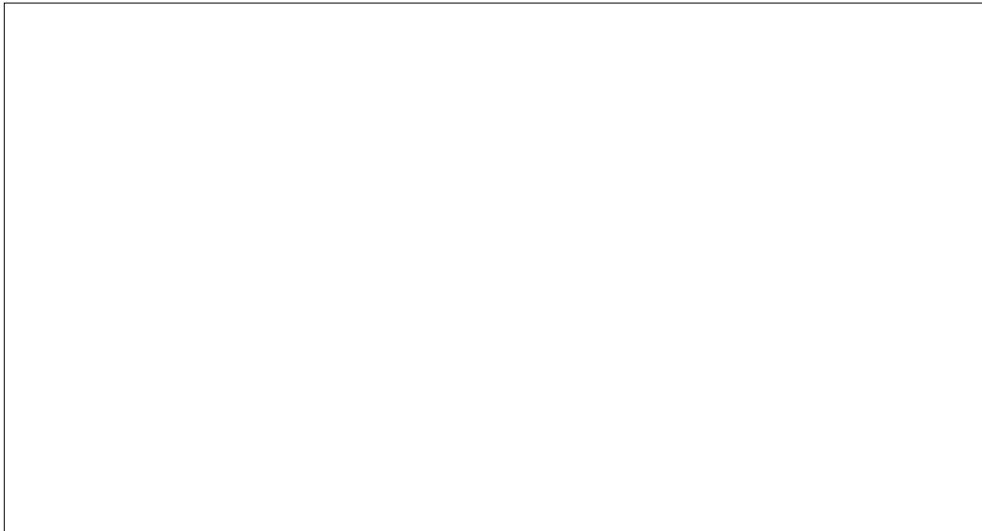
called the meeting to order at at the location of

Board Elections (if applicable)

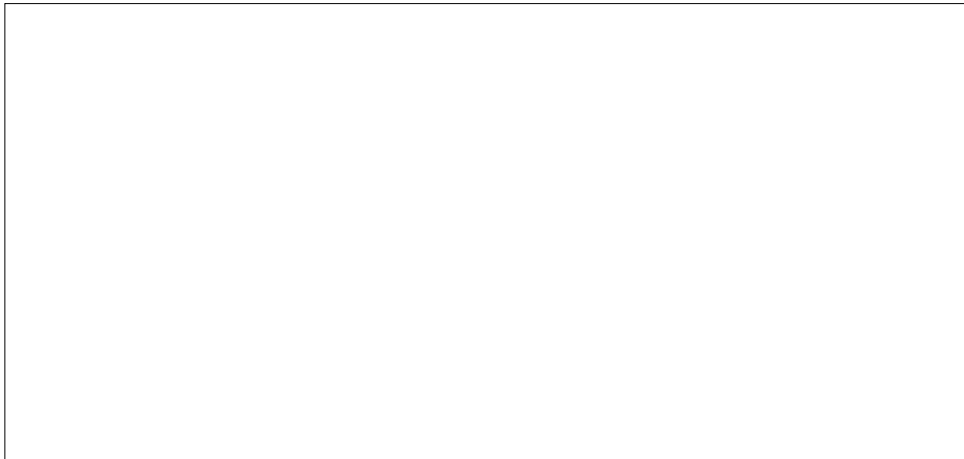
Prior Minutes Approved

A large, empty rectangular box with a thin black border, intended for recording the minutes of a previous meeting that have been approved.

Board Discussion

A large, empty rectangular box with a thin black border, intended for recording the discussion points and decisions made during the board meeting.

Open Discussion

A large, empty rectangular box with a thin black border, intended for recording any open discussion or additional matters brought up during the meeting.

Adjournment

The Meeting adjourned at . The next regularly scheduled meeting will be held on at the location of

Approval

Signed by:
Title:
Date: