

Organization/Committee Name

Meeting Minutes

Date

Opening

The regular meeting of the Organization/Committee Name was called to order at time on date in location by Facilitator Name.

Present

Attendee names

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Open Issues

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment

Meeting was adjourned at time by Facilitator Name. The next general meeting will be at time on date, in location.
