

***[Company/Department Name]***

***Meeting Minutes***

[Date]

**I. Call to order**

[Name of Meeting Facilitator] called to order the regular meeting of the [Organization/Committee Name] at [time of meeting] on [date of meeting] in [Location of Meeting].

**II. Roll call**

[Name of Organization Secretary] conducted a roll call. The following persons were present: [List of Attendees]

**III. Approval of minutes from last meeting**

[Name of Organization Secretary] read the minutes from the last meeting. The minutes were approved as read.

**IV. Open issues**

- a) [Open issue/summary of discussion]
- b) [Open issue/summary of discussion]
- c) [Open issue/summary of discussion]

**V. New business**

- a) [New business/summary of discussion]
- b) [New business/summary of discussion]
- c) [New business/summary of discussion]

**VI. Future business/Actions Items**

**VII.**

**VIII. Adjournment**

[Name of Meeting Facilitator] adjourned the meeting at [time meeting ended].

Minutes submitted by: [Name]

Minutes approved by: [Name]