**MEETING MINUTES FOR**

[ORGANIZATION'S NAME]

1. **MEETING DETAILS**

Meeting Facilitator: [CHAIRPERSON'S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE] Time: [TIME]

Location: [LOCATION NAME/TITLE]

Street Address: [STREET ADDRESS]

City: [CITY] State: [STATE]

Zip: [ZIP CODE]

1. **ATTENDEES**.

[ENTER WHO IS PRESENT]

1. **ABSENCES**.

[ENTER THOSE ABSENT]

1. **REPORTS**.

[LIST ANY AND ALL REPORTS]

1. **UNFINISHED BUSINESS**.

[LIST ALL UNFINISHED BUSINESS]

1. **NEW BUSINESS**.

[LIST ALL NEW BUSINESS]

1. **OTHER**.

[OTHER BUSINESS]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_