

MEETING MINUTES FOR

I. MEETING DETAILS

Meeting Facilitator: _____

Secretary: _____

Date: _____, 20____ Time: ____:____ AM PM

Location: _____

Street Address: _____

City: _____ State: _____

Zip: _____

II. ATTENDEES.

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III. ABSENCES.

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IV. REPORTS.

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V. UNFINISHED BUSINESS.

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VI. NEW BUSINESS.

VII. OTHER.

Minutes submitted by: _____ Print Name: _____

Approved by: _____ Print Name: _____