

# ACTION ITEMS MEETING MINUTES FOR

---

## I. MEETING DETAILS

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## II. ATTENDEES

---

## III. ABSENCES

---

## IV. CALL TO ORDER

---

## V. OLD BUSINESS

---

## VI. NEW BUSINESS

---

## VII. ADJOURNMENT

---

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

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