

FORMAL MEETING MINUTES FOR

I. MEETING DETAILS

Chairperson / Meeting Leader: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

II. ATTENDEES.

III. ABSENCES.

IV. CALL TO ORDER.

V. OLD BUSINESS.

VI. NEW BUSINESS.

VII. OTHER ITEMS.

VIII. ADJOURNMENT.

Submitted by: _____

Print Name: _____

Approved by: _____

Print Name: _____

