**MEETING MINUTES FOR**

[ORGANIZATION'S NAME]

**I. MEETING DETAILS**

Meeting Facilitator: [CHAIRPERSON'S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. ATTENDEES**.

[ENTER WHO IS IN PRESENT]

**III. ABSENCES**.

[ABSENCES]

**IV. REPORTS**.

[LIST ANY AND ALL REPORTS]

**V. UNFINISHED BUSINESS**.

[LIST ALL UNFINISHED BUSINESS]

**VI. NEW BUSINESS**.

[LIST ALL NEW BUSINESS]

**VII. OTHER**.

[OTHER BUSINESS]

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

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