# Meeting Minutes

[Click to select date]

1. Call to order

[Facilitator Name] called to order the regular meeting of the [Organization/Committee Name] at [time] on [click to select date] at [location].

1. Attendance

The following persons were present: [attendee names]

1. Approval of minutes from last meeting

[Secretary Name] read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
2. [Open issue/summary of discussion]
3. [Open issue/summary of discussion]
4. [Open issue/summary of discussion]
5. New business
6. [New business/summary of discussion]
7. [New business/summary of discussion]
8. [New business/summary of discussion]
9. Adjournment

[Facilitator Name] adjourned the meeting at [time].

Minutes submitted by: [Name]

Minutes approved by: [Name]