Business Name, Business Location, Business Phone Number, Business Website

|  |  |
| --- | --- |
| Date |  |
| Present |  |
| Absent |  |

|  |
| --- |
| Call to Order |
| * The time that the meeting was called to order and by whom. * Any opening remarks summarized here. |
| Approval of the Minutes From [Date] |
| * You need a motion to approve the prior meeting's minutes. * Motion: To approve the minutes of (DATE) as circulated (or AMENDED) Motion By: Name of person (FIRST & LAST) who made the motion * Seconded By: Name of the person (FIRST & LAST)) who seconded the motion Carried or Defeated |
| Additions to the Agenda |
| * If there were additions to the agenda or requests for the next meeting's agenda, these would be bulleted here. |
| Approval of the Agenda |
| * Motion: to approve the agenda as circulated (or AMENDED) * Motion By: name of person (FIRST & LAST) who made the motion * Seconded By: name of person (FIRST & LAST) who made the motion Carried or Defeated |
| Business from the Previous Meeting |
| * Any items from the previous meeting that need to be discussed further |
| Item # 01 to be Discussed |
| * Put a summary of the discussion around the topic * If any motions were made, put the information here * If further information is needed, put follow-ups, names, and a target date here |
| Item # 02 to be Discussed |
| * Any other items |
| Additions to the Agenda |
| * Any added agenda Item, including a summary of the discussions around this item * If any motions were made, put information here * If further information is needed, put follow-ups, names, and a target date here |
| Adjournment |
| * Record the time the meeting was adjourned |
| Next Meeting [Date] |
| * The next meeting date should be decided at the end of the meeting before everyone leaves. It is a handy reminder to include it at the bottom of the minute’s template so it is not missed. |

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