Organization/Committee Name

# Meeting Minutes

# Date

## Opening

The regular meeting of the Organization/Committee Name was called to order at time on date in location by Facilitator Name.

## Present

Attendee names

## Approval of Agenda

The agenda was unanimously approved as distributed.

## Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

## Open Issues

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

## New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

## Agenda for Next Meeting

List the items to be discussed at the next meeting.

## Adjournment

Meeting was adjourned at time by Facilitator Name. The next general meeting will be at time on date, in location.

| Minutes submitted by: | Name |
| --- | --- |
| Approved by: | Name |