# **Organization Name**

## Meeting Minutes

Date of meeting

|  |  |
| --- | --- |
| Present: | List of attendees |
| Next meeting: | Date, time, Location |

1. Announcements

List all announcements made at the meeting. For example, new members, change of event, and so forth.

1. Discussion

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

1. Roundtable

Summarize the status of each area/department.