

**LOGO**

## **Company/Department name** **Meeting minutes**

**Location:** Address or Room Number

**Date:** Date

**Attendees:** Name(s)

**Time:** Time

### **I. Call to order**

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

### **II. Roll call**

Secretary Name conducted a roll call. The following persons were present:  
attendee names

### **III. Approval of minutes from last meeting**

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

### **IV. Open issues**

- a) Open issue/summary of discussion
- b) Open issue/summary of discussion
- c) Open issue/summary of discussion

### **V. New business**

- a) New business/summary of discussion
- b) New business/summary of discussion
- c) New business/summary of discussion

### **VI. Adjournment**

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name