

SampleFormat:MeetingMinutes

Date: _____ Attendees: _____
Start Time: _____
End Time: _____

Old Business: discussions, decisions

- 1. _____
- 2. _____
- 3. _____
- 4. _____

New business: discussions, action items (with responsibilities)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Speaker/Program Description: _____

Recognition: _____

Next Meeting Date: _____ Time: _____ Location: _____

Items for Next Agenda: _____

Recorder: _____