

[Company/Department Name]

Meeting Minutes

[Date]

I. Call to order

[Name of Meeting Facilitator] called to order the regular meeting of the [Organization/Committee Name] at [time of meeting] on [date of meeting] in [Location of Meeting].

II. Roll call

[Name of Organization Secretary] conducted a roll call. The following persons were present: [List of Attendees]

III. Approval of minutes from last meeting

[Name of Organization Secretary] 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

[Name of Meeting Facilitator] adjourned the meeting at [time meeting ended].

Minutes submitted by: [Name]

Minutes approved by: [Name]