

Formal Meeting Minutes



Organization Name:			
Type of Meeting:		Date:	
Time:		Location:	
Chairperson:		Secretary:	
Call to Order Time:		Adjournment Time:	

Members Present	Members Absent	Guests	Quorum (Yes/No)
			Quorum Achieved: ☐ Yes ☐ No If No, Number Present:

1. APPROVAL OF PREVIOUS MINUTES

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2. AGENDA ITEMS

Item No.	Agenda Item	Presenter	Action / Notes

3. REPORTS

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4. MOTIONS

Motion No.	Motion / Description	Made By	Seconded By

5. VOTING RESULTS

Motion No.	For	Against	Abstained	Result (Passed / Failed)	Notes

6. UNFINISHED BUSINESS

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7. NEW BUSINESS

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8. NEXT MEETING

Date:	Time:	Location:	Purpose / Agenda (if known):
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Chairperson Signature	Secretary Signature	Date Approved