

Sample Format: Meeting Minutes

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: _____