

# 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: \_\_\_\_\_