

The Organization Name – Meeting Minutes (from www.BoardsThatExcel.com)

MISSION STATEMENT:

Meeting:

Location, Date and Time:

Members:

Guests:

TOPIC	DISCUSSION	ACTION/FOLLOW-UP	PERSON RESPONSIBLE	DUE DATE
I. Call to order				N/A
II. Approve Minutes				
III. Old Business				
IV. New Business				
V. Other and Adjournment				