# Meeting Minutes

[Click to select date]

Call to order

[Facilitator Name] called to order the regular meeting of the [Organization/Committee Name] at [time] on [click to select date] at [location].

Roll call

[Secretary Name] conducted a roll call. The following persons were present: [attendee names]

Approval of minutes from last meeting

[Secretary Name] read the minutes from the last meeting. The minutes were approved as read.

Open issues

1. [Open issue/summary of discussion]
2. [Open issue/summary of discussion]
3. [Open issue/summary of discussion]

New business

1. [New business/summary of discussion]
2. [New business/summary of discussion]
3. [New business/summary of discussion]

Adjournment

[Facilitator Name] adjourned the meeting at [time].

Minutes submitted by: [Name]

Minutes approved by: [Name]