

# [Company/Department Name]

## Meeting Minutes

[Click to select date]

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### 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

[Open issue/summary of discussion]

[Open issue/summary of discussion]

[Open issue/summary of discussion]

### New business

a) [New business/summary of discussion]

b) [New business/summary of discussion]

c) [New business/summary of discussion]

### Adjournment

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

Minutes submitted by: [Name]

Minutes approved by: [Name]