

[NAME OF ORGANIZATION/COMMITTEE]

Minutes of Meeting
DATE

Opening:

The meeting of the **[Name of Organization/Committee]** was called to order at **[time]** on **[date]** in **[location]** by **[Meeting Chair]**.

Present:

[List of Attendees]

A. Open Issues

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

B. New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

C. Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment:

Meeting was adjourned at **[time]** by **[Person]**. The next general meeting will be at **[time]** on **[date]** in **[location]**.

Minutes submitted by: **[Type name here]**