

MEETING MINUTES

I. MEETING DETAILS

Meeting Facilitator: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

II. ATTENDEES.

III. ABSENCES.

IV. REPORTS.

V. UNFINISHED BUSINESS.

VI. NEW BUSINESS.

VII. OTHER.

Minutes submitted by: _____ Print Name: _____

Approved by: _____ Print Name: _____