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| --- |
| **BOARD MEETING MINUTES** |

**[Organization Name]**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Meeting Purpose:**

**Attendees:**

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

[ ]  [Name] [Designation]

**Action Items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |

**Meeting Discussions:**

|  |  |
| --- | --- |
| **Old Business** | **New Business** |
| [Unresolved topics from previous meetings] | [List down new topics for discussion] |
| [Unresolved topics from previous meetings] | [List down new topics for discussion] |
| [Unresolved topics from previous meetings] | [List down new topics for discussion] |

**Announcements:** [Announcement]

**Adjournment:**

The meeting was adjourned at [Time] by [Name of Chairperson].

Respectfully submitted by: [Name] and [Title of Meeting Secretary]