**LOGOHERE**

MEETING AGENDA ( TEMPLATE)

# Company/Department name

# Meeting minutes

**Location**: Address or Room Number  
**Date**: Date  
**Attendees**: Name(s)  
**Time**: Time

1. Call to order

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

1. Roll call

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

1. Approval of minutes from last meeting

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

1. Open issues
   1. Open issue/summary of discussion
   2. Open issue/summary of discussion
   3. Open issue/summary of discussion
2. New business
   1. New business/summary of discussion
   2. New business/summary of discussion
   3. New business/summary of discussion
3. Adjournment
4. Facilitator Name adjourned the meeting at time.
5. Minutes submitted by: Name
6. Minutes approved by: Name