**ACTION ITEMS MEETING MINUTES FOR**

[ORGANIZATION’S NAME]

**I. MEETING DETAILS**

Chairperson: [CHAIRPERSON’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. ATTENDEES**.

[ENTER WHO IS PRESENT]

**III. ABSENCES**.

[ENTER WHO IS ABSENT]

**IV. CALL TO ORDER**.

[APPROVAL OF PREVIOUS MEETING MINUTES AND CURRENT MEETING AGENDA]

**V. OLD BUSINESS**.

[DISCUSS UPDATES ABOUT AND ISSUES WITH OUTSTANDING ACTION ITEMS, AND RECORD VOTES]

**VI. NEW BUSINESS**.

[INTRODUCE AND DISCUSS NEW ACTION ITEMS AND THEIR ASSIGNMENTS]

**VII. ADJOURNEMENT**

[CHAIRPERSON APPROVES MINUTES AND SECRETARY ENTERS THE TIME THE MEETING ENDED]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­