**Meeting Minutes**

A meeting of [Organization name] was held at [Location] on [Date].

1. **Attendees/Members Present:**

* Person 1
* Person 2
* Etc.

1. **Members Absent [if required]:**

* Person 1
* Person 2
* Etc.

1. **Call To Order (by chairperson):**

* Time:

1. **Approval of Agenda:**
   1. [List agenda items here. Agenda items should be distributed to all members at least 48 hours (2 days) in advance]
   2. [Any additions/corrections to the agenda]

* Motion by:
* Seconded:

1. **Approval of previous meeting minutes:**

* Motion: To approve the minutes of [date] as circulated.
* [Add corrections/amendments to the previous meeting minutes here if needed]
* Motion by:
* Seconded:

1. **Result of action items from previous meetings:**
   1. [Check up on actions items (follow-up/to-do) from previous meeting]
2. **Reports/Updates:**
   1. Chairperson
      1. [Report]
      2. [Discussion/questions if needed]
   2. Vice Chairperson
      1. [Report]
      2. [Discussion/questions if needed]
   3. Treasurer
      1. [Report]
      2. [Discussion/questions if needed]
   4. Etc.
3. **Pending points:**
   1. [if any (will be discussed at the next meeting)]
4. **Other business/announcements or discussion:**
   1. [if any]
5. **Adjournment**

* Moved by:
* Seconded:
* Time: