

## **Company/Department name**

### **Meeting minutes**

**Location:**

**Date:**

**Attendees:**

**Time:**

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#### **1. Call to order**

Faciliator name called to order the regular meeting of the organization/commitee name at time on date at location.

#### **2. Roll call**

Secretary name conducted a rol cat.the following persons were present: attendee names:

#### **3. Approval of minutes from last meeting**

Secretary name read the minutes from the last meeting. the minutes were approved as read.

#### **4. open issues**

- (a) open issue/summary of discussion
- (b) open issue/summary of discussion
- (c) open issue/summary of discussion

#### **5. New business**

- (a) open issue/summary of discussion
- (b) open issue/summary of discussion
- (c) open issue/summary of discussion

#### **6. Adjournment**

Faciliator name adjourned the meeting at time,  
minutes submitted by  
minutes approved by: