# Company/Department name

# Meeting minutes

Date

1. Call to order

Facilitator Name called to order the regular meeting of the Organisation/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

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name