|  |  |
| --- | --- |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting****Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Time:\_\_\_\_\_\_\_\_\_\_\_\_**   |
| **Chair**  |  |
| **Attendees**  |   |
| **Minute Taker**  |   |

**I. Call to order**

 \_\_(Name of Meeting)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was held at \_(Place)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on\_\_\_(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The meeting convened at \_(Time)\_\_\_\_\_\_\_\_\_\_.

Name, Chair, presiding; Name - Secretary; see the agenda in Appendix A.

**II. Approval of Previous Meetings’ Minutes**

-

**III. Executive Reports:**

1. **…….**
	1. **…….**
		1. **……..**
		2. **……..**
	2. **……**
		1. **…..**
		2. **………**

**B…….**

 **a.**

 **i…….**

**IV. Committee Report/Issues/Discussion**

1. **…….**
	1. **…….**
		1. **……..**
		2. **……..**
	2. **……**
		1. **…..**
		2. **………**

**B…….**

 **a.**

 **i…….**

**V: AOB**

1. **…….**
	1. **…….**
		1. **……..**
		2. **……..**
	2. **……**
		1. **…..**
		2. **………**

**B …….**

 **a.**

 **i…….**

**VI. Adjournment:** The meeting was adjourned at \_\_\_\_\_\_\_\_ .

**Name of Minute Taker**

**Position**

**Appendix A: Agenda**

**……**