|  |  |
| --- | --- |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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**

**……**