

Quarterly Meeting Minutes Template

Date

(Note: This format is provided as a suggestion only, and can be modified to better suit the private organization's needs.)

Private Organization Name: _____

Reporting Period: First Quarter, Calendar Year 2018

The regularly scheduled (weekly/monthly/quarterly) meeting of the (name of organization) was called to order at (time/date) in the (location) by (presiding official's name).

Present (Members in Attendance):

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Approval of Agenda:

The agenda was unanimously approved by the members present as it was distributed.

Approval of Meeting Minutes:

The minutes of the previous meeting were unanimously approved by the members present as distributed.

A call for second the motion was made by (name) and was acknowledged by (name).

Open/Pending Issues:

1. List all open/pending issues discussed at the meeting.
- 2.
- 3.

New Business:

1. List all new business topics discussed.
- 2.
- 3.

Agenda for the Next Meeting:

1. List agenda topics for next meeting.
- 2.
- 3.

Adjournment:

The meeting was adjourned at (time) by (presiding official's name). Plans were made for the next (weekly/monthly/quarterly) meeting tentatively scheduled for (time/date).

Minutes submitted by:

Minutes approved by:

(Signature)
K. L. JONES

(Signature)
J. C. DOE