Quarterly Meeting Minutes Template

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)  (Signature)
K. L. JONES  J. C. DOE