MINUTES OF MEETING

DATE………………………………………………..

PRESENT………………………………………………………………………………………………………………………………………………

ABSENT………………………………………………………………………………………………………………………………………………..

MINUTES FROM LAST MEETING ACTIONS

*HERE IS LISTED THE ACTIONS FROM THE PREVIOUS MEETINGS TO ENSURE THEY ARE ACTED UPON OR CARRIED FORWARD*

*POINTS HERE CORROLATE WITH THE AGENDA THAT IS SCHEDULED*

*YOUR COMPANY MAY HAVE A TEMPLATE TO USE. ASK. THIS IS BASIC JUST TO GET YOU STARTED*