

**Meeting Minutes – [Organization Name] Board of Directors**

Date: [Month Day, Year]

Time: [Start – End Time]

Location: [Location or Virtual Platform]

**1. Call to Order**

Meeting called to order at [time] by [Chairperson’s name].

**2. Attendance**

Present: [list names]

Absent: [list names]

Guests: [list names]

**3. Approval of Previous Minutes**

Minutes of the previous meeting held on [date] were [approved / approved with corrections].

**4. Reports**

- Treasurer’s report: [summary]   
- Committee reports: [summary]

**5. Old Business**

[Topic] – summary of discussion and any decisions.

**6. New Business**

Motion: [exact wording of motion].   
Moved by [name], seconded by [name].   
Vote: [approved/denied, with numbers if needed].

**7. Announcements**

[Details]

**8. Adjournment**

Meeting adjourned at [time].

Next meeting: [date, time, location]

Approved by:

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Team Meeting Minutes – [Team/Project Name]**

Date: [Month Day, Year]

Time: [Start – End Time]

Location: [Office / Online platform]

Attendees: [Names]

Absent: [Names]

**Agenda Items & Discussion**

1. [Topic] – summary of discussion, key points.   
 2. [Topic] – summary of discussion, key points.

**Decisions Made**

- [Decision 1]   
- [Decision 2]

**Action Items**

- [Task] – [Person Responsible] – [Due Date]   
- [Task] – [Person Responsible] – [Due Date]

Next Meeting: [date, if scheduled]



**Client Meeting Minutes – [Client Name / Project Name]**

Date: [Month Day, Year]

Time: [Start – End Time]

Location: [Virtual/Office]

**Attendees**

From [Your Company]: [Names]   
From [Client Company]: [Names]

**Objectives**

- [Objective 1]   
- [Objective 2]

**Discussion Summary**

- [Main topic discussed, client feedback, issues raised]   
- [Agreed direction or solution]

**Agreements / Decisions**

- [Agreement 1]   
- [Agreement 2]

**Next Steps / Deliverables**

- [Deliverable/Task] – [Owner] – [Deadline]   
- [Deliverable/Task] – [Owner] – [Deadline]

Next Meeting: [date/time if planned]