**MEETING MINUTES**

**[YOUR COMPANY NAME]**

**Opening**:

The regular meeting of [YOUR COMPANY NAME] was properly convened and conducted on [DATE] at [ADDRESS], beginning at [TIME].

**The following people were present:**

[ATTENDEES LIST]

After approval from the directors who attended, [CHAIRMAN NAME] acted as Chairman of the meeting and [SECRETARY NAME] recorded the minutes.

# Approval of Agenda

The agenda was unanimously approved as distributed.

# Approval of Minutes

The minutes of the previous meeting were approved by everyone.

# Announcements

List all announcements made at the meeting, e.g. new members, change of event, etc.

# Open Issues

Summarise the discussion for each existing issue, state the outcome and assign any action item.

# New Business

Summarise the debate for new issues, state the next steps and assign any action item.

# Agenda for Subesequent Meeting

List of the items to be discussed at the meeting after this one.

**Adjournment**:

The meeting was adjourned at [TIME] by [PERSON]. The subsequent general meeting will be convened at [TIME] on [DATE] in [PLACE].

Minutes submitted by: [NAME]

Approved by: [NAME]