**[YOUR COMPANY NAME]**

**[TITLE OF MEETING] - MINUTES**

The meeting started at [TIME] and ended at [TIME] on [DATE] located at [PLACE]. Below is the minutes of said meeting.

**1. Those who attended**

|  |  |  |
| --- | --- | --- |
| Meeting Chair: | [NAME, TITLE] |  |
| [DEPARTMENT A]: | [NAME, TITLE] | [NAME, TITLE]  | [NAME, TITLE] | [NAME, TITLE] |
| [DEPARTMENT B]: | [NAME, TITLE] | [NAME, TITLE]  | [NAME, TITLE] | [NAME, TITLE] |
| [DEPARTMENT C]: | [NAME, TITLE] | [NAME, TITLE]  | [NAME, TITLE] | [NAME, TITLE] |

The following key members of [YOUR COMPANY NAME] were ABSENT:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [DEPARTMENT A]: | [NAME, TITLE] | [NAME, TITLE]  | [NAME, TITLE] | [NAME, TITLE] |
| [DEPARTMENT B]: | [NAME, TITLE] | [NAME, TITLE]  | [NAME, TITLE] | [NAME, TITLE] |

|  |  |
| --- | --- |
| Minutes recorder: | [NAME, TITLE] |

**2. Reason for Meeting**

This meeting was held in order to:

* + - Provide an update on the status of [SPECIFY];
		- Make a decision regarding [SPECIFY];
		- Review the latest developments concerning [SPECIFY];
		- Discuss an opportunity to [SPECIFY];
		- Other: [SPECIFY]; or
		- This was a scheduled [WEEKLY/MONTHLY/QUARTERLY] meeting.

# 3. Approval of Agenda

The agenda was unanimously approved as distributed OR The agenda was approved by all except for [NAME] because of [SPECIFY].

**3.1 Review & Approval of Last Meeting's Minutes**

The minutes of the previous meeting held on [DATE] were unanimously approved as distributed.

A note was made concerning an issue raised during the last meeting: [SPECIFY]

**3.2 Meeting Agenda**

The objective of the meeting was to [SPECIFY]

**4. Announcements**

List all announcements made at the meeting. For example, new members, recent media exposure, major change of events, new business outlook, etc.

**5. Topics of Discussion**

 **5.1 Topics & Conclusions**

* Topic #1: [DESCRIBE]

Upon discussing this topic the following conclusions where made: [CONCLUSIONS]

* Topic #2: [DESCRIBE]

Upon discussing this topic the following conclusions where made: [CONCLUSIONS]

* Topic #3: [DESCRIBE]

Upon discussing this topic the following conclusions where made: [CONCLUSIONS]

 **5.2 Important Comments**

– Comment made by [NAME] concerning topic #[NUMBER]:

[DESCRIBE, INCLUDE KEY COUNTER-COMMENTS]

– Comment made by [NAME] concerning topic #[NUMBER]:

[DESCRIBE, INCLUDE KEY COUNTER-COMMENTS]

– Comment made by [NAME] concerning topic #[NUMBER]:

[DESCRIBE, INCLUDE KEY COUNTER-COMMENTS]

**6. Key Decisions**

Based on the above conclusions the following decisions were made:

* [KEY DECISION #1] by unanimous decision OR by a vote of [NUMBER] to [NUMBER]
* [KEY DECISION #2] by unanimous decision OR by a vote of [NUMBER] to [NUMBER]
* [KEY DECISION #3] by unanimous decision OR by a vote of [NUMBER] to [NUMBER]
* [KEY DECISION #4] by unanimous decision OR by a vote of [NUMBER] to [NUMBER]

**7. Actions to Be Taken**

It has been unanimously decided to take the following actions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Action** | **Responsible** | **Due Date** | **Comments** |
| [TOPIC #] | [DESCRIBE] | [NAME] | [DATE] | [OPTIONAL COMMENTS] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 8. New [BUSINESS or ISSUES]

List new issues that came up during discussions, new business opportunities or issues left pending. State the next steps required to resolve new issues and when they should take place. For Example:

8.1 Competitor X Has Developed Similar Product

We need to assess the threat posed by this product. In the coming days, [NAME] will conduct an analysis of the product and submit a threat analysis to [NAME]. If the threat is significant, the plan of action *in re*sponse shall be discussed at the next meeting.

8.2 New Lot Available for Rent

A storage facility of the dimensions 500 ft. x 250 ft. x 50 ft. is now up for rent in building B located at 277 Storage Drive, Westbrook. As we are in need of extra space, this might satisfy our needs. [NAME] is to conduct a needs analysis and submit her recommendation to [NAME] by [DATE].

# 9. Agenda for Next Meeting

The following items need to be discussed at the next meeting on [DATE]:

– [ITEM]

– [ITEM]

– [ITEM]

Based on today's meeting and other issues at hand, we hope to reach decisions concerning:

– [DECISION TO BE MADE]

– [DECISION TO BE MADE]

– [DECISION TO BE MADE]

**10. Adjournment**:

The Meeting was adjourned at [TIME] by [PERSON]. The next general meeting will be at [TIME] on [DATE] at [LOCATION].

Dated: [DATE]

[SECRETARY NAME], Secretary [CHAIRMAN NAME], Chairman