



# Meeting Minutes

## Call to order

A meeting of [Organization or team name] was held at [Location] on [Date].

## Attendees

Attendees included [list attendee names].

## Members not in attendance

Members not in attendance included [list names].

## Approval of minutes

[To replace any placeholder text (such as this) with your own, just select a line or paragraph and type. For best results, don't include space to the left or right of the characters in your selection.]

## Reports

[Need to add your own headings or more text? No problem. On the Home tab of the ribbon, check out the Styles gallery to easily apply any text formatting you see in this document.]

## Unfinished business

[Add your text here.]

## New business

[Add your text here.]

## Announcements

[Add your text here.]

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Secretary

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Date of approval