

## **50+ Meeting Minutes Sample, Format & Examples 2022**

Every firm relies heavily on meetings. A meeting is a gathering of people to discuss concerns, enhance communication, promote coordination, or deal with any issues on the agenda. It can also help in the completion of tasks. Thus, every meeting should have a written record to ensure that all discussed topics are approved unanimously. Making meeting minutes is the proper way to do it. For those who want to skip the time-consuming process, having the perfect [meeting minutes template](#) can help you a lot.

### **To create a Meeting Minutes of your very own, follow the following steps:**

- Browse through several Meeting Minutes designs for inspiration and ideas for your own Meeting Minutes.
- Customize Online or Download in your preferred File format and Print As Required.

If you are one of those people who needs a template right here, this article is for you. We have at least fifty several samples that you can choose and use. Scroll down, and read the entire article for your advantage.

# 1. Board Meeting Minutes Sample

Ensure that your board meeting went well and record all the necessary points or lists in detailed and well-organized [board meeting minutes](#) like the one below.



## Meeting Details

Team Name:	Board of Directors
Meeting Date:	January 25, 2020
Time:	2:00 PM - 3:00 PM
Venue:	Conference Hall
Attendees:	Danny Nolan, Christopher James, Mary Edens, Roger Bullock, and Sandra Dander
Absentees:	None
Minutes Taker:	Mary Edens

## Agenda Details

AGENDA
1. Listen to the reports of the CEO and CFO.
2. Follow up on last meeting's action items.

## Meeting Minutes

- The CEO and CFO gave their reports on the company's operations and finances, respectively.
- Sandra Dander updated the board members on the progress of the previous action items.

## Action Plan

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## 2. Corporate Meeting Minutes Sample

In establishing [corporate meeting minutes](#), make sure you have the appropriate details attached to them to make them look more credible and reliable. You can use the template below as your reference.

Milton House and Properties

CORPORATE MEETING MINUTES

Meeting Details

Team Name:	Directors
Meeting Date:	March 12, 2023
Time:	1:00 PM - 3:00 PM
Venue:	Conference Room
Attendees:	Jennifer Max, Kristine Edt, Jenny Doll, Frank West, and Jacob Wright
Absent Members:	Leonard Gillari
Minutes Taker:	Jennifer Max

Agenda Details

AGENDA
1. Discuss the partnership opportunity with Huvit Ltd.
2. Identify both the budgetary requirements for the partnership.

Meeting Minutes

- Everyone agreed that the partnership would help increase the company's revenue.
- Jenny Doll and her team will prepare the financial forecast.

Action Plan

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### 3. Advisory Board Meeting Sample

When making an advisory board meeting minutes, make sure it contains all the necessary details. Usually, meetings like this take so long, so expect that your minutes are also long.

Use Arial 11 font; one-inch margins; .5 indentation, single spacing  
Do Not use a Multi-Level List or Bullet Points.

**Name of Committee:**

**Names of Members Present:** (Leave blank. IAFP Staff will complete this section)

**New Members Present:** (Leave blank. IAFP Staff will complete this section)

**Board/Staff Present:** (Leave blank. IAFP Staff will complete this section)

**Visitors:** (Leave blank. IAFP Staff will complete this section)

**Number of Attendees:** (Leave blank. IAFP Staff will complete this section)

**Meeting Called to Order:** (Include Time, Day & Date)

**Minutes Recording Secretary:**

**Old Business:** (Summarizing paragraphs only. Do Not use a Multi-Level List or Bullet Points.)

**New Business:** (Summarizing paragraphs only. Do Not use a Multi-Level List or Bullet Points.)

**Numbered List of Recommendations to the Executive Board:**

1. Only recommendations included in this section will be addressed by the Board.
2. Include recommendations for approval of Chairs and/or Vice Chairs elected prior to or at the meeting, issues that would involve use of the IAFP name or logo, and/or requests for project funding.
3. NOTE: Do not include requests to approve symposium, roundtable and workshop proposals as recommendations. This is the function of the Program Committee which meets at a later date to review all proposals.

**Next Meeting Date:** (date, city, state)

**Meeting Adjourned at (Time):**

**Chairperson Name:**

[Download at Gardner Kansas](#)

## 4. Business Meeting Minutes Sample

Business meetings are usually long and detailed. So make sure that your [business meeting minutes](#) contain all the key points discussed during the meeting. You can take the template below as your reference.

Wild Lily Corporation

BUSINESS  
DEVELOPMENT  
MEETING MINUTES

Meeting Details

Team Name:	Marketing Team
Meeting Date:	March 28, 2030
Time:	11:35 AM - 12:35 PM
Venue:	Conference Hall
Attendees:	Stephen Grace, Christopher Finch, Joseph Pattinson, and Megan Ferrer
Absent Members:	None
Minutes Taker:	Stephen Grace

Agenda Details

AGENDA
1. Assess the key performance indicators of current marketing strategies.
2. Create new strategies for customer retention.

Meeting Minutes

- Christopher Finch noted that most strategies are performing well, while some are returning less than the projected results.
- Megan Ferrer suggested implementing a customer loyalty program.

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## 5. Nonprofit Meeting Minutes Sample

In making [nonprofit meeting minutes](#), you should record all the key points and details. Without such, you can't make credible and successful meeting minutes.

Building Foundation

NON-PROFIT MEETING MINUTES

Meeting Details

Team Name:	Finance
Meeting Date:	January 10, 2020
Time:	11:00 AM - 12:00 PM
Venue:	Accounting Room
Attendees:	Brenda McCain, Evelyn Bout, Nora West, and Jennifer Brown
Absent Members:	Tanya Collins
Minutes Taker:	Jennifer Brown

Agenda Details

AGENDA
To finish the year's budget proposal

Meeting Minutes

- The team was able to finish the 2020's budget proposal.
- The proposal will be submitted to the Board next week.

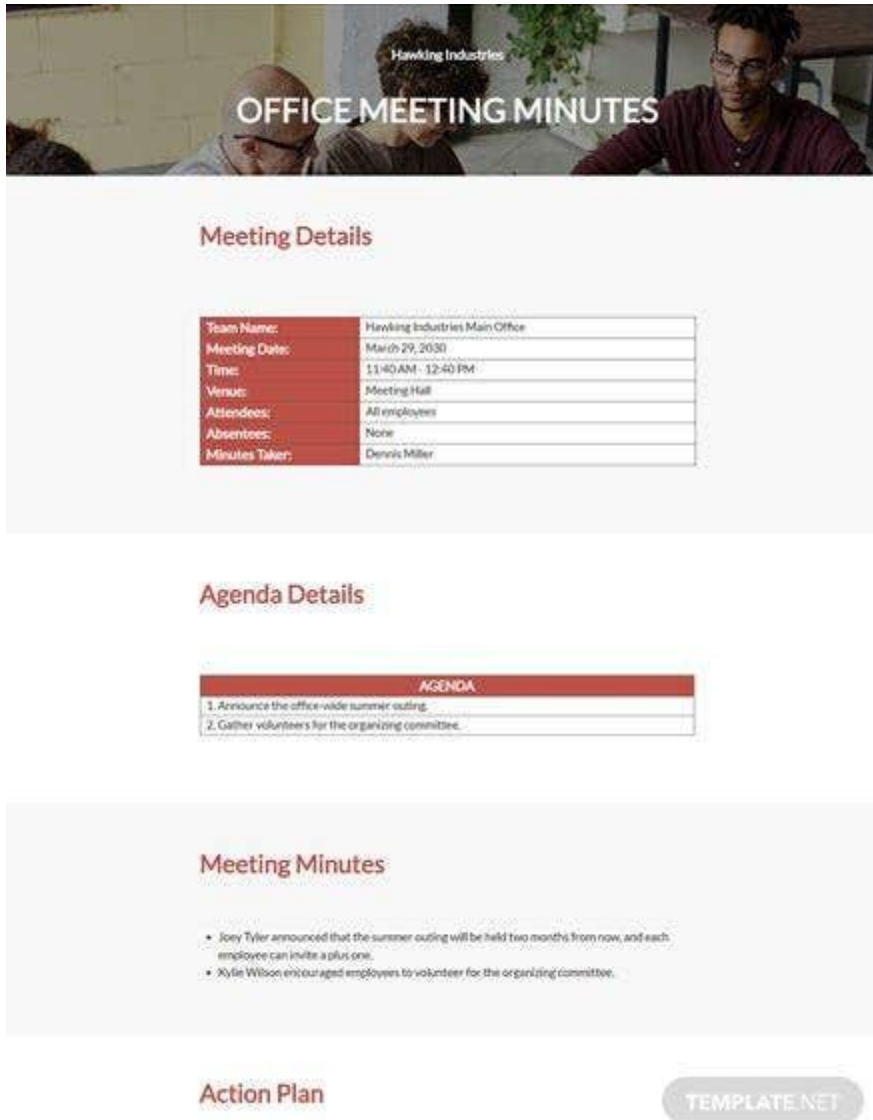
Action Plan

ACTION	ASSIGNED TO
Present the proposal to the Board for approval.	Nora West

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## 6. Formal Meeting Minutes Sample

For [formal meeting minutes](#), you should follow the proper format and, at the same time, record all necessary points that could sum up the entire meeting minutes.



The image shows a sample of a formal meeting minutes template. It features a header with a photo of three people and the text 'Hawking Industries' and 'OFFICE MEETING MINUTES'. Below the header, there are three main sections: 'Meeting Details', 'Agenda Details', and 'Meeting Minutes'. The 'Meeting Details' section contains a table with fields for Team Name, Meeting Date, Time, Venue, Attendees, Absentees, and Minutes Taken. The 'Agenda Details' section contains a table with a header 'AGENDA' and two items. The 'Meeting Minutes' section contains a list of two items. At the bottom, there is an 'Action Plan' section and a 'TEMPLATE.NET' logo.

**Meeting Details**

Team Name:	Hawking Industries Main Office
Meeting Date:	March 29, 2020
Time:	11:40 AM - 12:40 PM
Venue:	Meeting Hall
Attendees:	All employees
Absentees:	None
Minutes Taken:	Dennis Miller

**Agenda Details**

AGENDA
1. Announce the office-wide summer outing.
2. Gather volunteers for the organizing committee.

**Meeting Minutes**

- Joey Tyler announced that the summer outing will be held two months from now, and each employee can invite a plus one.
- Xyle Wilson encouraged employees to volunteer for the organizing committee.

**Action Plan**

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## 7. Informal Meeting Minutes Sample

[Informal meeting minutes](#) are the same as any other meeting minutes. It still has all of the necessary details. You can use the template below as your reference.

### BOARD MEETING MINUTES

#### Meeting Details

Name	Board of Directors
Meeting Date	July 12, 2023
Time	10:00 AM - 11:00 AM
Venue	Conference Room 5
Attendees	John Wilson, Alice Smith, Bob Johnson, Sarah King, and David Miller
Agenda	Company Address
Minutes Taken	David Miller

#### Agenda Details


Item
1. To discuss why quarterly meetings are important and to set the agenda for the next quarter.
2. To discuss the business plan of the second quarter.

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## 8. Department Meeting Minutes Sample

Department meetings are usually long as they will discuss every concern in the entire department. That is why when making department meeting minutes, you should ensure that it contains all the items discussed and addressed.



THE UNIVERSITY OF BRITISH COLUMBIA  
Department of Educational Studies  
Faculty of Education

Department of Educational Studies  
**Department Meeting Agenda**  
Thursday, March 18<sup>th</sup>, 2021 at 12:30 pm. [Zoom]

1. Land Acknowledgement by Yoram Rosen
2. Approval of agenda
3. Approval of Department Minutes
  - a. February minutes
4. Education Library Report (Wendy Traas) —no report
5. Topics for discussion/decision
  - a. Head's report (Mona)
  - b. Deputy Head report (Lesley) — no report
  - c. GA-GCC joint report (Tom & Claudia)
  - d. Admin's Manager report (Shermila)
  - d. GAA report (Yoram)
6. Announcements
  - a. Jason Ellis's book, *A Class by Themselves? The Origins of Special Education in Toronto and Beyond* received honourable mention for the [Disability History Association's 2020 Outstanding Book Award](#)
7. Forum Discussion

**Meeting URL:** <https://ubc.zoom.us/j/63100125459?pwd=N3V6MGp1TGs1VW40cXh0aGlkQ2x6LUt09>

**Meeting ID:** 631 0012 5459


**Passcode:** 659153

Next Meeting: Thursday, April 15<sup>th</sup>, 2021 at 12:30 pm.

[Download at EDST](#)

## 9. Project Meeting Minutes Sample

When your company gets new projects, everyone involves in the project should facilitate a meeting to discuss everything. It usually takes long hours, so you should expect that you have several details to record in your [project meeting minutes](#).



The template features a header image of a group of people in a meeting, with the text "PROJECT MEETING MINUTES" overlaid. Below the header, the form is organized into three main sections: Meeting Details, Agenda Details, and Meeting Minutes.

### Meeting Details

Team Name	Project Team
Meeting Date	May 01, 2020
Time	11:00 AM - 12:00 PM
Venue	Zoom Meeting (Link: [redacted])
Attendees	John Doe, Jane Smith, Michael Brown, Emily White, David Black
Absent Members	None
Minutes Taken	15 minutes

### Agenda Details

Agenda	Discussion on the goals to reach the aim of accomplishing the project and its expected results.
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### Meeting Minutes

- John Doe proposed that professional help for the project can help complete the tasks within the stipulated time.
- Jane Smith suggested that work be divided among team members with the use of effective strategies.
- Michael Brown indicates that the strategic use of time can lead to the success of the project.
- Emily White advises that prior arrangements taken for the plan can assist in achieving the goal and objectives.

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## 10. Committee Meeting Minutes Sample

When it comes to committee meetings, you should have precise and well-organized [committee meeting minutes](#) to keep a record of what happened, just like any other meeting.

Springfield Corporation

COMMITTEE MEETING MINUTES

Meeting Details

Team Name:	Design Committee
Meeting Date:	September 3, 2023
Time:	1 PM - 4 PM
Venue:	Room No. 11 Bridge Building
Attendees:	May Crown, Lukas Freeman, Wendy Brick, Kennington Brook, and Damon Moore
Absent Members:	Charles Elwood, Sherry Barr, and Robert McHale
Minutes Taker:	Kennington Brook

Agenda Details

AGENDA
1. To discuss the new design guidelines.
2. To improve web design output.

Meeting Minutes


- The team wants to have their copies of the new guidelines.
- The team requested monthly training sessions.

Action Plan

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## 11. Subcommittee Meeting Minutes Sample

Just like other meetings, subcommittee meetings usually last long hours. That means there's a lot to discuss. So, while writing subcommittee meeting minutes, make sure to include all pertinent information to retain a complete record of what transpired during the meeting.




CITY OF BEND

**Agenda**  
BEDAB Advocacy Subcommittee  
Monday, July 12, 2021  
Remote-Via Zoom  
710 NW Wall, Bend, Oregon

**12:00 p.m. BEDAB Advocacy Subcommittee Meeting**

- 1. Roll Call:** Chair-Kevin Cole, Don Myll, Katy Brooks, Travis Davis, Keith Dodge, Lisa Goodman, Karna Gustafson, Karen Koppel, Tyler Neese, Wes Price, Erich Schultz, Brenda Speirs
- 2. Review March Advocacy Meeting Notes**
- 3. Continue Development Cost Discussion | Group**
- 4. Upcoming Topics for Advocacy Discussions | Group**
- 5. Adjourn**

**Accessible Meeting/Alternate Format Notification**

 This meeting/event location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats, language translations or any other accommodations are available upon advance request at no cost. Please contact the City Recorder no later than 24 hours in advance of the meeting at [christie@bendoregon.gov](mailto:christie@bendoregon.gov), 541-388-5505, fax 541-385-6676, or TTY 541-312-8478. Providing at least 2 days notice prior to the event will help ensure availability.

[Download at Bend Oregon](#)

## 12. Finance Committee Meeting Minutes Sample

When it comes to financing committee meetings, there are a lot of things that need to be tackled. So ensure that you keep your eyes and ears to make sure that you'll record everything necessary in your [finance committee meeting minutes](#).

**FINANCE COMMITTEE MEETING MINUTES**

**Meeting Details**

Meeting Name	Finance Committee
Meeting Date	May 15, 2024
Time	10:00 AM - 11:00 AM
Location	Meeting Room 1
Participants	John Doe, Jane Smith, John Doe, Jane Smith, John Doe, Jane Smith
Agenda	None
Minutes	None

**Agenda Details**

Agenda Item	Description	Status
1	Review the financial report for the previous quarter	
2	Discuss the budget allocation for the upcoming fiscal year	

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## 13. Church Meeting Minutes Sample

Church committees also organize meetings every now and then, so if you're responsible for the [church meeting minutes](#), be sure to listen and record all the necessary details.



### Meeting Details

Team Name:	Volunteers Committee
Meeting Date:	December 10, 2023
Time:	10 AM - 1:00 PM
Venue:	Church Prayer Hall
Attendees:	Marie Fernandez, Tamea Milton, Susan Donnoyer, Dianne Chavez, and Sandra Carr
Absent Members:	Rene Alvarez, Diana Nichols, and Jesus Kim
Minutes Taker:	Dianne Chavez

### Agenda Details

AGENDA
1. To discuss the upcoming church events.
2. To discuss how to encourage the church members to participate actively in the upcoming church activities.

### Meeting Minutes

- The committee needs to recruit more volunteers.
- Create posters to encourage the congregation to participate in the activities.

### Action Plan

ACTION	ASSIGNED TO
Head the recruitment of volunteers.	Marie Fernandez

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## 14. Advertising Agency Meeting Minutes Sample

In establishing [advertising agency meeting minutes](#), make sure that all your recorded details are factual and discussed. This meeting could involve some clients or team members. You can take the template below as an example.

Vertex Ads Inc.

CLIENT MEETING MINUTES

Meeting Details

Team Name:	Project Management
Meeting Date:	January 22, 2020
Time:	2:10 PM - 3:15 PM
Venue:	Conference Room
Attendees:	Raven Sue, Jillian Wang, Arthur Burns, and Angel Sky
Absentees:	None
Minutes Taken:	Raven Sue

Agenda Details

AGENDA
1. Discuss how to improve the client's advertising strategies.

Meeting Minutes

- The team suggested using billboards to increase brand awareness.
- The team also pointed out that the client has a decent social media following and suggested improving visual content to increase customer engagement.

Action Plan

ACTION	ASSIGNED TO
Prepare a formal advertising campaign proposal for the client.	Jillian Wang and Arthur Burns

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## 15. Annual Meeting Minutes Sample

Every organization facilitates an annual meeting to know what they have achieved and failed in the entire year. So, assume that it should take long hours to finish. So when making the [annual meeting minutes](#), you should also expect that you'll have to record various details.

Ingen Corp.

ANNUAL BUSINESS  
MEETING MINUTES

Meeting Details

Team Name:	Finance
Meeting Date:	October 15, 2020
Time:	11:45 AM - 12:30 PM
Venue:	Ingen Corp's Conference Hall
Attendees:	David Fallon, Ellen Morgan, Allen Tyler, Marrie Dre, Drake Stephensonpino, and Nicki Smith
Absentees:	Wayne Hill, Penny Gellar, and Leonard Moore
Minutes Taker:	David Fallon

Agenda Details

AGENDA
To discuss the year's budget allocation.

Meeting Minutes

- Study the request of the Marketing Department to increase its budget by 15%.
- Adjust the HR budget for the upcoming recruitment drive.

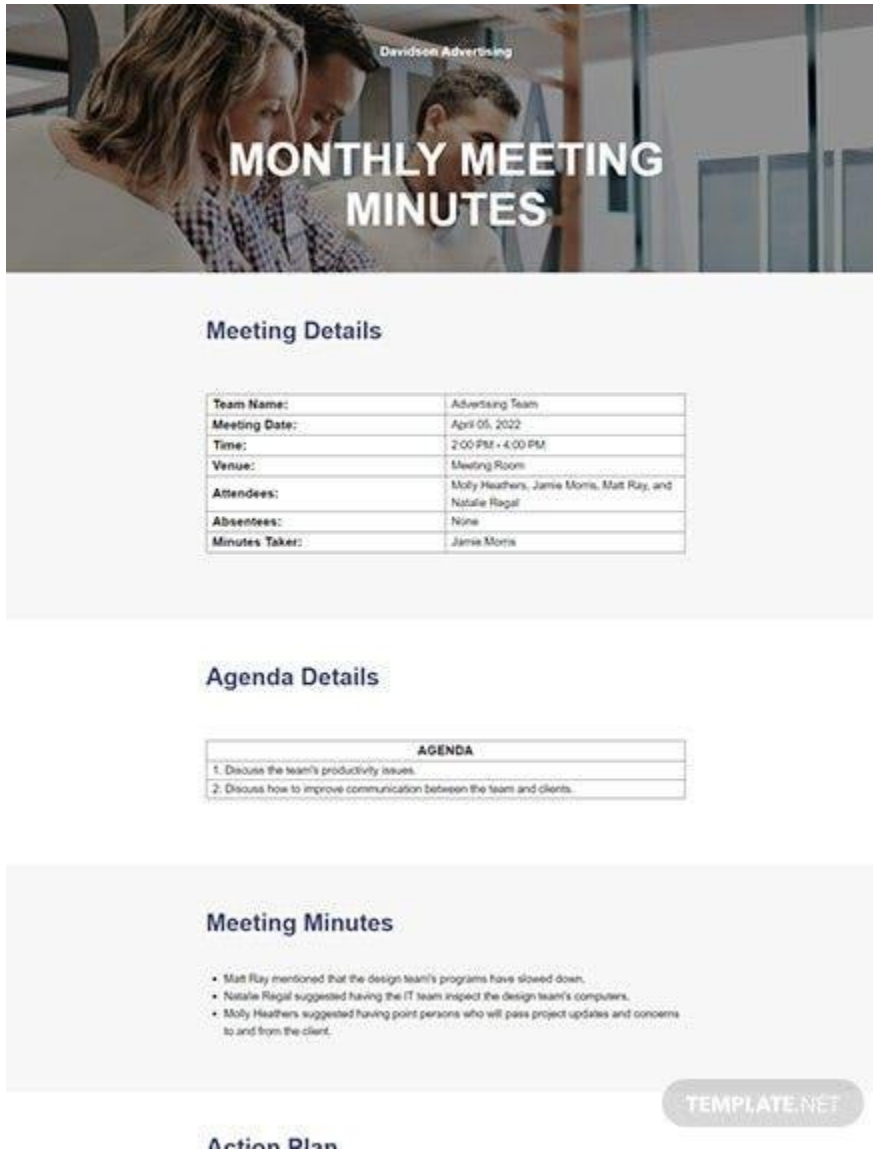
Action Plan

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## 16. Monthly Meeting Minutes Sample

Monthly meetings, like annual meetings, are required for every organization. Although it is a bit shorter than the annual, it nevertheless requires extensive and insightful [monthly meeting minutes](#) to document the discussion of the month's events.



The image shows a sample template for monthly meeting minutes. It features a header image with three people in a meeting, overlaid with the text 'MONTHLY MEETING MINUTES' and 'Davidson Advertising'. Below the header, there are three main sections: 'Meeting Details', 'Agenda Details', and 'Meeting Minutes'. The 'Meeting Details' section contains a table with fields for Team Name, Meeting Date, Time, Venue, Attendees, Absentees, and Minutes Taker. The 'Agenda Details' section contains a table with an 'AGENDA' header and two items. The 'Meeting Minutes' section contains a list of three bullet points. At the bottom, there is a 'Template.net' logo and a partially visible 'Action Plan' section.

### Meeting Details

Team Name:	Advertising Team
Meeting Date:	April 05, 2022
Time:	2:00 PM - 4:00 PM
Venue:	Meeting Room
Attendees:	Molly Heathers, Jamie Morris, Matt Ray, and Natalie Ragal
Absentees:	None
Minutes Taker:	Jamie Morris

### Agenda Details

AGENDA
1. Discuss the team's productivity issues.
2. Discuss how to improve communication between the team and clients.

### Meeting Minutes


- Matt Ray mentioned that the design team's programs have slowed down.
- Natalie Ragal suggested having the IT team inspect the design team's computers.
- Molly Heathers suggested having point persons who will pass project updates and concerns to and from the client.

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### Action Plan

## 17. Weekly Meeting Minutes Sample

[Weekly meeting minutes](#) are similar to regular meeting minutes in that they cover all of the pertinent information from the weekly meeting. Weekly meetings contain the summarization of the events of the previous week. Although it is not as long as monthly or annual meetings, it serves the same goal.



### Meeting Details

Team Name:	Operations Team
Meeting Date:	July 29, 2026
Time:	5:00 PM - 6:30 PM
Venue:	Room D2
Attendees:	Victor Salt, Samuel Gillan, Adrienne Turner, Deborah Smith, and Jennifer Burton
Absent Members:	None
Minutes Taker:	Victor Salt

### Agenda Details

AGENDA
1. Talk about the Carl and Smith's Residences Project.
2. Discuss the availability of the materials needed for the project.

### Meeting Minutes

- Samuel Gillan's team is assigned to handle the project.
- The team will submit a purchase request for the unavailable materials.

### Action Plan

ACTION	ASSIGNED TO
Visit the site for inspection.	Samuel Gillan

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## 18. Regular Meeting Minutes Sample

The typical format for meeting minutes is regular meeting minutes. It contains all of the meeting's details, agenda, and any other pertinent information. You can use the template below as an example.

minutes			
Meeting Title			
Date	Meeting Time	Meeting Location	
Meeting called by	Name		
Type of meeting	Type of meeting		
Facilitator	Facilitator name		
Note taker	Note taker name		
Timekeeper	Timekeeper name		
Attendees	Attendees		
Time allotted	Presenter		
Discussion	Enter discussion		
Conclusions	Enter conclusions		
Action Items	Person Responsible	Deadline	
Action item 1	Presenter Name	Date   time	
Action item 2	Presenter Name	Date   time	
Time allotted	Presenter		
Discussion	Enter discussion		
Conclusions	Enter conclusions		
Action Items	Person Responsible	Deadline	
Action item 1	Presenter Name	Date   time	
Action item 2	Presenter Name	Date   time	
Time allotted	Presenter		
Discussion	Enter discussion		
Conclusions	Enter conclusions		
Action Items	Person	Deadline	

minutes		
		Responsible
Action item 1	Presenter Name	Date   time
Action item 2	Presenter Name	Date   time

[Download at Templates Office](#)

## 19. Board of Director Meeting Minutes Sample

[Board of director meeting minutes](#) records all the actions and decisions of a board of directors. It serves as an official and legal record of any board meetings, which means you should include more than a simple overview of the meeting.

**BOARD OF DIRECTORS MEETING MINUTES**

Pergamon Corporation

### Meeting Details

Organization	Board of Directors
Meeting Date	April 15, 2019
Time	10:00 AM - 11:15 AM
Location	Pergamon Corporation's Conference Hall
Agenda Item	Discuss the company's performance, future plans, and other matters.
Attendees	Michael Johnson and other board members.
Minutes Taken	John Doe

### Agenda Details

Item	
1. Discuss the company's performance and future plans.	
2. Discuss the company's financial performance for the last quarter.	

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## 20. Club Meeting Minutes Sample

Clubs also conduct monthly or weekly meetings to discuss the status of the business, just like any other organization. Thus, it also needs to have [club meeting minutes](#) to record all the discussions, especially about finances and other essential things in the club.

We Together Club

CLUB MEETING MINUTES

Meeting Details

Team Name:	Members
Meeting Date:	May 09, 2030
Time:	1:35 AM- 2:45 PM
Venue:	Meeting Hall
Attendees:	Matthew Miller, Penny Jackson, Eddie Miller, Rebecca Reed, Lewis Keller, Dory Hill, Hillary Moore, James Keller, and Jimmy Martin
Minutes Taker:	Matthew Miller
Absentees:	Dory Hill

Agenda Details

AGENDA
To talk about the upcoming club officer elections.

Meeting Minutes

- Everyone agreed that the election would be done on May 20, 2030.
- Mrs. Fields will oversee the elections as the club adviser.

Action Plan

ACTION	ASSIGNED TO
Inform Mrs. Fields about the club elections.	Penny Jackson
Reserve the room for the elections	Rebecca Reed

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## 21. Construction Meeting Minutes Sample

Construction-related meetings need [construction meeting minutes](#) as it serves as proof of the discussion. It is because it serves as the written notes used to record the conversation and main points of the meeting.

Paper Street Corporation

# PRE-CONSTRUCTION CONFERENCE MEETING MINUTES

### Meeting Details

Team Name:	Project Team
Meeting Date:	May 24, 2024
Time:	12:00 PM - 12:45 PM
Venue:	Conference Hall
Attendees:	Jake Benson, Kim Wong, Sam Ellis, William Hill, Kevin Bill, Morrison Moore, and Mary Johnson
Absentees:	None
Minutes Taker:	Mary Johnson

### Agenda Details

AGENDA
1. Review the contracting officer's line of authority.
2. Discuss road access and traffic procedures during the project.

### Meeting Minutes

- The contracting officer's additional and supplemental responsibilities in the project were discussed.
- Road and traffic policies, fines, employee access, and incident management details were discussed.

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## 22. COVID-19 Meeting Minutes Sample

As we face a pandemic nowadays, most organizations are doing their best to provide for their employees. That is why they even conduct meetings in the middle of the pandemic. Companies still need [Covid-19 meeting minutes](#), although none of us might be meeting face-to-face. You can have the format below as your reference.

Starmax Enterprises

# COVID-19 PREPAREDNESS MEETING MINUTES

### Meeting Details

Team Name:	Health and Safety Committee
Meeting Date:	September 25, 2021
Time:	02:00 PM - 03:30 PM
Venue:	Meeting Room 3
Attendees:	Jacob Stan, Fred Bane, Veronica Anderson, and Celine Parker
Absentees:	None
Minutes Taken:	Celine Parker

### Agenda Details

AGENDA
Discuss the procedure when an employee tests positive for the coronavirus.

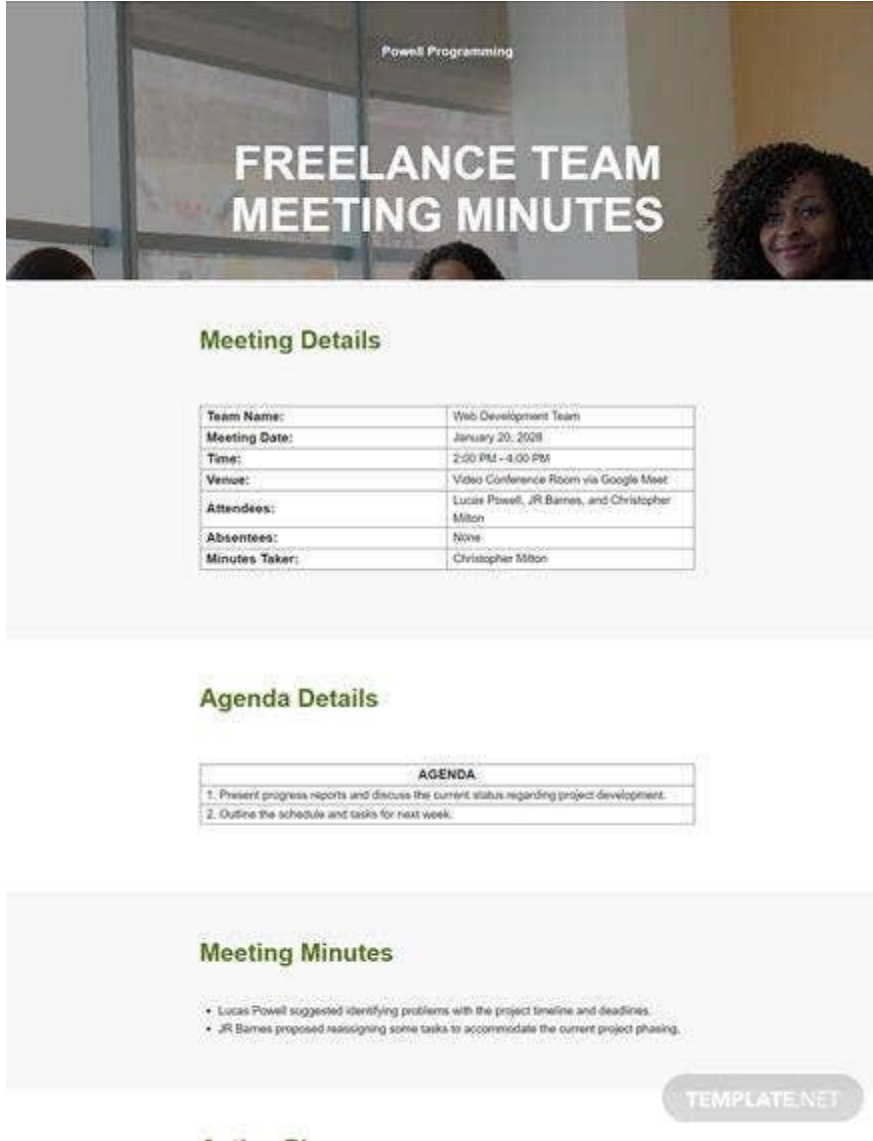
### Meeting Minutes

- The committee members decided to gather information about the employee for contact tracing to give to the health department.
- The members also decided to employ disinfection in the office and have other employees undergo testing.

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## 23. Freelancer Meeting Minutes Sample

Meeting minutes are also necessary for freelancers to create an official record of the actions conducted at a meeting. You can take the [freelance meeting minutes](#) sample as your reference if you want to make a similar one.



The image shows a digital template for 'Freelance Team Meeting Minutes'. At the top, there's a header image with the text 'Powell Programming' and 'FREELANCE TEAM MEETING MINUTES'. Below this, the 'Meeting Details' section contains a table with fields for Team Name, Meeting Date, Time, Venue, Attendees, Absentees, and Minutes Taker. The 'Agenda Details' section follows with a table titled 'AGENDA' containing two items. The 'Meeting Minutes' section at the bottom has a list of bullet points. A 'TEMPLATE.NET' watermark is visible in the bottom right corner.

### Meeting Details

Team Name:	Web Development Team
Meeting Date:	January 20, 2028
Time:	2:00 PM - 4:00 PM
Venue:	Video Conference Room via Google Meet
Attendees:	Lucas Powell, JR Barnes, and Christopher Milton
Absentees:	None
Minutes Taker:	Christopher Milton

### Agenda Details

AGENDA
1. Present progress reports and discuss the current status regarding project development.
2. Outline the schedule and tasks for next week.

### Meeting Minutes


- Lucas Powell suggested identifying problems with the project timeline and deadlines.
- JR Barnes proposed reassigning some tasks to accommodate the current project phasing.

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## 24. Professional Meeting Minutes Sample

When it comes to making professional meeting minutes, it should follow a certain construction to ensure it looks professional and formal. Using such formats can help you to come up with credible meeting minutes.

<Project Name> Meeting Minutes			
Program Area:	[Insert program area with which the project is affiliated]		
Meeting Purpose:	[Insert name or purpose of meeting]		
Meeting Date:	<mm/dd/yyyy>		
Meeting Time:	[Insert time]		
Meeting Location:	[Insert location]		
Meeting Facilitator:	[List names]		
Attendees:	[List names]		
Minutes Issued By:	[Insert name of issuer]		
Next Steps: (Task, Assigned to, Checkpoint Date)	Owner	Due Date	
[Insert next step]			
[Insert next step]			
<b>Decisions Made:</b> (What, Why, Impact)			
1. [List and describe decision made] o [Provide additional description of or information about the decision] o			
2. [List and describe decision made] o [Provide additional description of or information about the decision] o			
<b>Discussion:</b> (Items/Knowledge Shared)			
[Itemize and describe discussion point] • [Provide additional details about the discussion] •			
[Itemize and describe discussion point] • [Provide additional details about the discussion] •			
<b>PARKING LOT:</b> [Describe any items that may have been deferred for a later discussion] 1. [Itemize and describe parking lot topic] 2.			
<b>Miscellaneous Items:</b>			
[Itemize and describe any additional miscellaneous items] • [Provide additional details about the miscellaneous items] •			
[Itemize and describe any additional miscellaneous items] • [Provide additional details about the miscellaneous items]			

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[Insert appropriate disclaimer(s)]

[Download at CDC](#)

## 25. HR Meeting Minutes Sample

[HR meeting minutes](#) are essential during every HR meeting. It produces a historical record used to confirm decisions. It also serves as a reminder of earlier events and actions in future meetings.

Euro Aztec Corporation

HR MEETING MINUTES

Meeting Details

Team Name:	HR
Meeting Date:	April 24, 2020
Time:	11:05 AM - 12:05 PM
Venue:	Conference Room
Attendees:	George Louis, Christopher Anderson, William Wilson, Maurice Harrison, and Emma Wilson
Absentees:	None
Minutes Taker:	William Wilson

Agenda Details

AGENDA
1. Talk about training and career development opportunities for the employees.
2. Create strategies to keep employees engaged and motivated.


Meeting Minutes

- George Louis suggested sending interested employees to training seminars.
- Emma Wilson motioned to give awards and prizes to top-performing employees every month.

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## 26. IT and Software Meeting Minutes Sample

If you're doing some meetings with your IT and software team, make sure to create [IT and software meeting minutes](#). It will serve as the record, and you can use it as your backup for future meetings.



The image shows a digital template for 'SOFTWARE MEETING MINUTES'. The header features a blurred background of a laptop screen displaying code, with the title 'SOFTWARE MEETING MINUTES' overlaid in white. Below the header, the form is divided into two main sections: 'Meeting Details' and 'Agenda Details'.

**Meeting Details**

Topic/Project	Software Team
Meeting Date	May 12, 2021
Time	10:00 AM - 11:00 AM
Room	Meeting Room
Attendees	John Doe, Jane Smith
Minutes	None
Minutes Taken	Meeting Minutes

**Agenda Details**

AGENDA
No text to go the agenda page as looking for the agenda page only

TEMPLATE.NET

## 27. Management Meeting Minutes Sample

It is normal to have a management meeting. It usually discusses everything about the management itself. Thus, it also needs detailed and well-organized [management meeting minutes](#). It serves as a written report, and they can even use it for future discussions.

Lakehouse Corporation

SALES  
MANAGEMENT  
MEETING MINUTES

Meeting Details

Team Name:	Sales Management
Meeting Date:	July 23, 2020
Time:	1:00 PM - 2:00 PM
Venue:	Meeting Room
Attendees:	Daniel Moyer, Rodney James, Mark Macias, and Jennifer Brown
Absent Members:	None
Minutes Taker:	Jennifer Brown

Agenda Details

AGENDA
1. Discuss optimizing sales via the company's affiliate and landing pages.
2. Evaluate KPIs of the current sales strategies.

Meeting Minutes

- Daniel Moyer proposed setting a 20% commission for the affiliate page and updating the landing pages before publishing any new product ads.
- Mark Macias noted that the sales strategies are all performing at 100%.

TEMPLATE.NET

## 28. Real Estate Meeting Minutes Sample

[Real estate meetings](#) usually happen between the dealer or owner and the client. It is a serious discussion and negotiation. So be ready to record them all in your real estate meeting minutes.

SilverStar Company

REAL ESTATE BOARD MEETING  
MINUTES

### Meeting Details

Team Name:	Board Members
Meeting Date:	December 30, 2020
Time:	9:00 AM - 10:30 AM
Venue:	BOARD ROOM
Attendees:	Richard Harris, Vanessa Buck, Carmen Dade
Absent Members:	None
Minutes Taker:	Clara King

### Agenda Details

AGENDA
Examine the possible dismissal of non-performing real estate agents.

### Meeting Minutes

- Presenter showed the performance metrics to the real estate brokers and/or agents.
- The team discussion on the dismissal of position regarding performance metrics.

### Action Plan

TEMPLATE.NET

## 29. Restaurant Meeting Minutes Sample

There are various things that you can tackle in a restaurant meeting. However, ensure that you are ready for [restaurant meeting minutes](#). Ensure that it should reflect a record of motions, votes, abstentions, and other necessary details.



**BOARD OF DIRECTORS MEETING MINUTES**

Adm Group of Restaurants

### Meeting Details

Team Name:	Board of Directors
Meeting Date:	January 25, 2020
Time:	2:00 PM - 3:00 PM
Venue:	Room A5
Attendees:	Ismaeel Salter, Amari Burch, Megan Peters, Rooney Gillespie, Steve Trevor, and Frisby Castro
Absentees:	None
Minutes Taker:	Ismaeel Salter

### Agenda Details

AGENDA
1. Review the action items of the last meeting.
2. Listen to and discuss the CEO and CFO's reports.


### Meeting Minutes

- Amari Burch motioned to approve the minutes of the last meeting.
- The CEO and CFO presented their reports, and the board members went over some important points and performance indicators of the restaurants under the corporation.

TEMPLATE.NET

## 30. Safety Meeting Minutes Sample

Safety meetings ensure safety awareness. It also motivates employees to follow proper safety practices. During these meetings, you should also be ready for your [safety meeting minutes](#).



The template features a header image showing a group of five people in a meeting room. Overlaid on the image is the text "SAFETY MEETING MINUTES". Below the image is a "Meeting Details" section with a table. The table has two columns: a label column and a value column. The labels are: Meeting Name, Meeting Date, Time, Venue, Attendees, Agenda Item(s), and Meeting Notes. The values are: HR Department Meeting, April 15, 2020, 11:00 AM - 12:00 PM, Apple Corp Board Room, Jonathan Miller, Michael Chen, Michael Jones, Jennifer Moore, None, and Jennifer Moore. Below this is an "Agenda Details" section with a table. The table has two columns: a label column and a value column. The labels are: Item(s), and the values are: 1. To discuss recent safety incidents with the safety department and present on the way to the following break room, 2. To discuss safety incidents and report the safety status, and 3. To discuss a list of items for the meeting and when the meeting can come to the table. A "TEMPLATE.NET" watermark is visible in the bottom right corner.

Meeting Details	
Meeting Name	HR Department Meeting
Meeting Date	April 15, 2020
Time	11:00 AM - 12:00 PM
Venue	Apple Corp Board Room
Attendees	Jonathan Miller, Michael Chen, Michael Jones, Jennifer Moore
Agenda Item(s)	None
Meeting Notes	Jennifer Moore

Agenda Details	
Item(s)	
	1. To discuss recent safety incidents with the safety department and present on the way to the following break room
	2. To discuss safety incidents and report the safety status
	3. To discuss a list of items for the meeting and when the meeting can come to the table

## 31. Sales Meeting Minutes Sample

The goal of a sales meeting varies depending on the type of business. Salespeople use it to motivate employees, acknowledge top performers, and set departmental objectives. Whatever the reasons and purpose it has, the person responsible should make detailed [sales meeting minutes](#).



Meeting Details	
Team Name	Sales Team
Meeting Date	May 22, 2022
Time	9:30 AM - 10:30 AM
Version	Current (previous: None)
Attendees	John Smith, Jane Doe, Mark Wilson
Absentees	David Brown, Emily White
Facilitator/Notes	John Smith

Agenda Details	
AGENDA	
To discuss and improve the company's marketing strategies so that the sales team can reach their target.	

TEMPLATE.NET



## 32. School Meeting Minutes Sample

School meetings are necessary, especially for the staff. It is where teachers can share objectives and how they can handle students well. As the one responsible for recording all the discussions, you should make formal and reliable [school meeting minutes](#).

St Ann's High School

SCHOOL MEETING MINUTES

Meeting Details

Team Name:	Student Officers
Meeting Date:	June 12, 2024
Time:	02:30 PM - 03:30 PM
Venue:	Class B Home Room
Attendees:	Diana Clarke, Rupert Shaw, Derek Lee, Suzanne Moore, and Sarah Luke
Absent Members:	Norrie Jones
Minutes Taker:	Suzanne Moore

Agenda Details

AGENDA
1. To discuss the upcoming Sports Festival.
2. To assign committees to each officer.

Meeting Minutes

- The officers where assigned committees, which they will lead.
- Invite students to volunteer in the committees.

Action Plan

ACTION	ASSIGNED TO
Announce the committee assignments to the whole school through posters.	Rupert Shaw
Recruit students to join the committees.	All Officers

## 33. Shareholder Meeting Minutes Sample

A stakeholder meeting is an event for introducing stakeholders to one another, garnering commitment to usability, and defining usability goals aligned with business goals. Whatever discussion they may have, you should record them all in detailed [stakeholder meeting minutes](#).

Peterwin Technologies

SHAREHOLDER MEETING MINUTES

Meeting Details

Team Name:	Shareholders
Meeting Date:	April 11, 2022
Time:	02:30 PM - 04:30 PM
Venue:	Block A, Meeting Hall 1
Attendees:	Andrew Smith, Stuart May, Justin Brooks, Dennis Cooper, and Miranda Sky
Absentees:	None
Minutes Taker:	Miranda Sky

Agenda Details

AGENDA
1. Approve the minutes of the previous meeting.
2. Approve the annual financial reports presented by the board.

Meeting Minutes

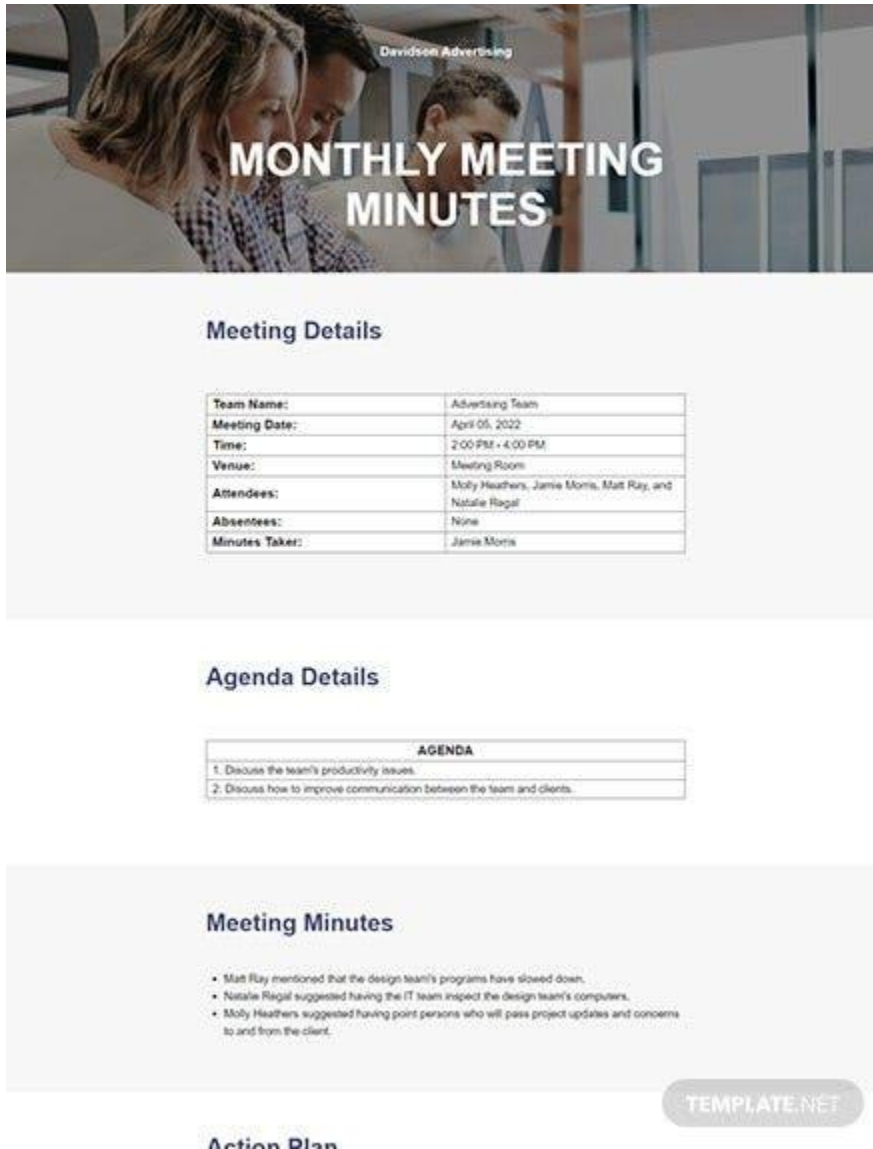
- Andrew Smith approved the minutes of the previous meeting.
- Stuart May approved the annual financial reports.

Action Plan

ACTION	ASSIGNED TO
Set the date for the next meeting.	Andrew Smith

## 34. Staff Meeting Minutes Sample

Staff meetings are necessary, like a school meeting. It is where all staff, not only in school, gathers and discusses anything that could help them achieve their goal. You can use the [staff meeting minutes](#) template below as your reference when making such documents.



The image shows a sample template for a 'Monthly Meeting Minutes' document. At the top is a header image with the text 'Davidson Advertising' and 'MONTHLY MEETING MINUTES'. Below this is a section titled 'Meeting Details' containing a table with fields for Team Name, Meeting Date, Time, Venue, Attendees, Absentees, and Minutes Taker. This is followed by an 'Agenda Details' section with a table titled 'AGENDA' containing two items. The next section is 'Meeting Minutes' with a bulleted list of discussion points. At the bottom is an 'Action Plan' section. A 'TEMPLATE.NET' watermark is visible in the bottom right corner.

### Meeting Details

Team Name:	Advertising Team
Meeting Date:	April 05, 2022
Time:	2:00 PM - 4:00 PM
Venue:	Meeting Room
Attendees:	Molly Heathers, Jamie Morris, Matt Ray, and Natalie Ragal
Absentees:	None
Minutes Taker:	Jamie Morris

### Agenda Details

AGENDA
1. Discuss the team's productivity issues.
2. Discuss how to improve communication between the team and clients.

### Meeting Minutes


- Matt Ray mentioned that the design team's programs have slowed down.
- Natalie Ragal suggested having the IT team inspect the design team's computers.
- Molly Heathers suggested having point persons who will pass project updates and concerns to and from the client.

### Action Plan

TEMPLATE.NET

## 35. Small Business Meeting Minutes Sample

[Small Business meeting minutes](#) are important as large businesses. So ensure that your meeting minutes contain all the necessary details and points like other similar meeting minutes.



The template features a header image of a meeting room with the text "SMALL BUSINESS MEETING MINUTES" and a "T" logo. Below the image is a "Meeting Details" section with a table of fields. The "Agenda Details" section follows, containing a table with agenda items.

Meeting Details	
Topic/Theme	Customer Satisfaction
Meeting Date	2023-12-15
Time	10:00 AM - 12:00 PM
Host	John Doe (CEO)
Attendees	John Doe, Mary P. (VP), David J. (VP), Sarah K. (VP)
Guest Members	None
Meeting Venue	Board Room

Agenda Details	
Agenda	
1. Review and approve the sales strategy of the company	
2. Discuss the latest way forward of the company's current projects	

TEMPLATE.NET

## 36. Startup Meeting Minutes Sample

Meetings for startups might differ based on the type of company. They do, however, share the same purpose of promoting and endorsing their business to a variety of clients and investors. That is why you should make complete and reliable [startup meeting minutes](#) to every meeting your startup business may have so you have a backup for future meetings.

Startup Meeting Minutes

Meeting Details

Team Name:	Board of Directors
Meeting Date:	January 29, 2035
Time:	9:35 AM- 10:35 AM
Venue:	Conference Room
Attendees:	Jessie Miller, Leonard Cooper, Amy Moore, Jackson Nelson, Walter Ramirez, and Daniel Petrovsky
Absentees:	None
Minutes Taker:	Jessie Miller

Agenda Details

AGENDA
1. Review and approve the minutes of the previous meeting.
2. Share the CEO's and CFO's reports.

Meeting Minutes

- The board approved the minutes of the last meeting.
- The CEO and CFO reported, respectively, on where the company is in terms of goals and financials.

Action Plan

ACTION	ASSIGNED TO
--------	-------------

TEMPLATE.NET

## 37. Team Meeting Minutes Sample

Team meetings are essential to discuss and share objectives within the team. Conferences like this should have detailed and informative [team meeting minutes](#) to record everything discussed during the meeting.

Foxford Limited

TEAM MEETING MINUTES

Meeting Details

Team Name:	IT Team
Meeting Date:	May 15, 2022
Time:	02:00 PM - 04:00 PM
Venue:	Foxford Conference Room 1
Attendees:	Fanny Wills, Michelle Sanders, and Velma Simons
Absentees:	None
Minutes Taker:	Velma Simons

Agenda Details

AGENDA
1. Talk about the latest developments in the TCM project.
2. Discuss the performance of the IT interns.

Meeting Minutes

- Fanny Wills urged the senior manager to review the current project.
- Michelle Sanders recommended extensive training for the interns to improve their skills and performance.

TEMPLATE.NET

## 38. Trustee Meeting Minutes Sample

Having trustee meetings ensures proper management of the trust's business and reflects the trustee's effective control and management. A discussion like this should be in detailed [trustee meeting minutes](#).

### Meeting Details

<b>Team Name:</b>	Board of Trustees
<b>Meeting Date:</b>	September 20, 2023
<b>Time:</b>	3:00 PM - 4:00 PM
<b>Venue:</b>	Room D4
<b>Attendees:</b>	Parker Compton, Leigh Bloom, Christopher Bostock, Ellen Bates, and Jenna Parker
<b>Absentees:</b>	Peter Gibb
<b>Minutes Taker:</b>	Parker Compton

## 39. Work From Home Meeting Minutes Sample

Although work from home meetings are usually through video calls or conferences, you still have to create written [work from home meeting minutes](#) if you're the one assigned to do it. You can use the template below as your reference.

Template ID: 123456789

### WORK FROM HOME TEAM MEETING MINUTES

#### Meeting Details

Topic	Management Team
Date	August 25, 2020
Time	9:00 AM - 10:00 AM
Location	Google Meet Video Conference
Attendees	Franklin Jones, William Smith, James Davis
Agenda Item	Marketing Goals

#### Agenda Details

Agenda Item	Outcome
1. Review challenges in the online setup	
2. Review website performance during the pandemic	

Meeting Minutes

TEMPLATE.NET



## 40. Zoom Meeting Minutes Sample

Like WFH meetings, zoom meetings aren't face-to-face. Despite being remote, creating zoom meeting minutes is still essential.



EXTENSION COMMITTEE ON ORGANIZATION AND POLICY

### Zoom Meeting Minutes

Fred Schlutt, Chair, presiding

Wednesday, September 27, 2017, 11:00 a.m. – Noon Eastern Time

**Attachments:** [Minutes of July 2017 Meeting](#) (URL); SoAR Farm Bill Recommendations (pp.4-6); A Working Summary of Opportunities in Soil Health (pp. 7-8)

#### OPENING BUSINESS – Fred Schlutt

Attendance is found on page 3. Ed Jones made a motion to approve the [minutes of July 2017](#). Chuck Hibberd seconded and motion carried. Private Resource Mobilization Planning Oversight Committee was added to the agenda, 3. b.

#### 1. ACTION: NEDA CES Business Meeting Agenda Approval –

Fred Schlutt – The following was shared. No changes were added.

Welcome by Fred Schlutt and Chuck Ross (University of Vermont)

Review of Contacts in DC in partnership with ESCOP – Fred Schlutt/Rick Klemme and Brett Hess

NIFA Relations – Time and Effort Reporting, and other

Focus on 3 or 4 key Partnerships that are expanding

Engagement Session by ECOP Committees, task forces, and others

EDEN – Steve Cain/Nick Place

Budget & Legislative Committee (CLP/Farm bill)

Current and future forecast (2019 and beyond) of ECOP Assessments

ECOP Topics

Engagement Session in Executive Director Search – Fred Schlutt

Summary of process to date

2 Candidates presentations – Resumes to be provided

Next steps



#### 2. UPDATES

##### a. "Big Data" Project Update –

Rick Klemme: Groups from Iowa State and Virginia Tech are collaborating with Regional Rural Dev. Centers. Thinking and learning more about professional development component. Prefer to use term, Community Data Use and Analysis. Potential for language for farm bill is under exploration. Rick is visiting with Cathie Woteki and Cornerstone to move this along.

##### b. SoAR/RESOLVE Farm Bill (pp. 4-6) –

Rick Klemme/Doug Steele/Mark Latimore: Policy Board of Directors (PBD) met early this morning. SoAR and others pulled together the proposal for the farm bill without formal Board or Ag Assembly participation. Jay Alridge raised issues such as match, making programs permanent, lack of mention of Extension throughout the document. PBD is possibly on-board with it in general but with concerns. There



[Download at Aplu](#)

## 41. Simple Meeting Minutes Sample

[Simple meeting minutes](#) are the same as regular meeting minutes. It is simple, yet it has all the details needed in a meeting minutes.

### MANAGEMENT MEETING MINUTES

#### Meeting Details

Team Name:	Senior Management
Meeting Date:	April 3, 2025
Time:	03:00 PM - 04:00 PM
Venue:	Meeting Hall 2
Attendees:	Beth Cooper, Dennis Marc, and Daisy Fox
Absentees:	None
Minutes Taker:	Daisy Fox

#### Agenda Details

AGENDA
1. Review last month's sales trends.
2. Discuss the business partnership with OMIX Corporation.

#### Meeting Minutes

- Dennis Marc suggested implementing new strategies based on the sales trends.
- Beth Cooper proposed putting the partnership on hold due to OMIX Corporation's recent developments.

TEMPLATE.NET

## 42. Charity Meeting Minutes Sample

During charity meetings, [charity meeting minutes](#) are required like any other meeting. It is to keep a written record of what occurred during the meeting.



The template features a header image showing a group of people in a meeting, with the text "Charity Meeting Minutes Report" overlaid. Below the image is a "Meeting Details" section with a table containing fields for Name, Date, Time, Venue, Attendees, Agenda, and Minutes. The "Agenda Details" section follows, with a table containing a header "Agenda" and three rows of agenda items. A "TEMPLATE.NET" watermark is visible in the bottom right corner.

### Meeting Details

Name	Charity Meeting Minutes
Date	August 18, 2020
Time	11:00 AM - 12:00 PM
Venue	Charity Meeting Room (Conference Hall)
Attendees	Michael (Chair), James (Secretary), John (Treasurer), Mary (Vice Chair), David (Vice Secretary), and others.
Agenda	1. Opening Remarks 2. Presentation of the Year's Report 3. Presentation of the Year's Budget 4. Presentation of the Year's Financial Statement 5. Presentation of the Year's Financial Statement
Minutes	Minutes of the previous meeting

### Agenda Details

Agenda
1. Presentation of the Year's Report
2. Presentation of the Year's Budget
3. Presentation of the Year's Financial Statement

TEMPLATE.NET

## 43. Teleconference Meeting Minutes Sample

Although all teleconferencers don't usually see each other personally, this type of meeting also needs to have recorded teleconference meeting minutes.

### **BOARD MEETING AGENDA**

#### **PUBLIC TELECONFERENCE MEETING**

**February 24, 2021**

**NOTE:** Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-29-20, dated March 17, 2020, a physical meeting location is not being provided.

**Important Notices to the Public:** The Physical Therapy Board will hold a public meeting via a teleconference platform.

**INSTRUCTIONS FOR PARTICIPATION:** Please see the instructions attached hereto to observe and participate in the meeting using WebEx from a Microsoft Windows-based PC.

Members of the public may but are not obligated to provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment; participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

For all those who wish to participate or observe the meeting on Wednesday, February 24, 2021, please log on to this website:

<https://dca-meetings.webex.com/dca-meetings/jnstage/g.php?MTID=e381c500e92aa463ff5a5bc4ecb02e4e1>

Meeting Event ID Number: 146 946 0861 and Password: PTB02242021

As an alternative, members of the public who wish to observe the meeting on Wednesday, February 24, 2021 without making public comment can do so (provided no unforeseen technical difficulties) at: <https://thedcapage.wordpress.com/webcasts/>

Public comments will be limited to two minutes unless, in the discretion of the Board, circumstances require a shorter period. Members of the public will not be permitted to "yield" their allotted time to other members of the public to make comments.

---

[Download at PTBC](#)

## 44. Council Meeting Minutes Sample

Council meetings are as essential as board meetings. It is where the council considers any points that they have on their agenda. That is why you should have to make council meeting minutes to record all the discussed information.

### **SAMPLE COUNCIL MEETING MINUTES FOR CITY OF SHADY OAKS, CA**

#### **I. MEETING DETAILS**

Chairperson: Mayor Ana Carratelli  
Secretary: Sebastian Plachy

Date: March 5, 2021  
Time: 11:00 am

Location: Shady Oaks City Hall  
Street Address: 57389 Autumn Rd.  
City: Shady Oaks  
State: CA Zip: 91284

#### **II. ATTENDANCE**

- Mayor Ana Carratelli (Council Chair) – PRESENT
- Chloe May (Council President) – PRESENT
- Sebastian Plachy (Secretary) – PRESENT
- Amanda Ettinger (Council Member) – PRESENT
- Antonio Voci (Council Member) – PRESENT
- Diana Campa (Council Member) – PRESENT
- Scott Michael (Council Member) – PRESENT
- Wendy Toledo (Council Member) – PRESENT
- Adriana Molter (Council Member) – PRESENT
- Fiona Alpert (Council Member) – PRESENT
- Hailey Jordan (Council Member) – PRESENT
- Natalia Leary (Council Member) – ABSENT

#### **III. CALL TO ORDER**

**Previous Meeting Minutes** – Speaker Mayor Ana Carratelli – 11:02 am  
Mr. Plachy passed out copies of the previous meeting minutes for all to review. The council voted unanimously to approve the minutes in a vote led by Mayor Carratelli.

**Current Meeting Agenda** – Speaker Mayor Ana Carratelli – 11:07 am  
Mr. Plachy passed out copies of the current meeting agenda for all to review. The council voted unanimously to approve the agenda in a vote led by Mayor Carratelli.

#### **IV. OLD BUSINESS**

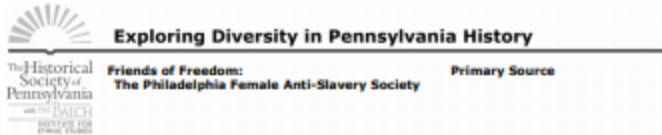
**Pothole on Glennview Ave.** – Speaker Amanda Ettinger – 11:12 am  
Ms. Ettinger updated the council on the repair of the large pothole on Glennview Ave. that is blocking the main entrance to the high school parking lot. The repairs should be done by March 14<sup>th</sup>.

#### **V. NEW BUSINESS**

[Download at eForms](#)

## 45. Anti Slavery Society Meeting Minutes Sample

Organizations like an anti-slavery society conduct meetings to discuss and share their objectives. Conversations like this should have anti-slavery society meeting minutes to record everything.



### **Minute Books of the Philadelphia Female Anti-Slavery Society, 1833-38. Excerpts related to the general activities of the society.**

**The PFAS Society held their monthly meeting June the 13<sup>th</sup> 1835** after the usual business, the proposition from the Board of managers recommending the formation of Anti Slavery Sewing Societies, was after some discussion adopted, it was also proposed and agreed to that the sewing meetings be held every Saturday afternoon at the house of M<sup>rs</sup> Needles, corner of 12<sup>th</sup> and Race S<sup>ts</sup> and Mary Shaw, Sarah Jackson, and Sarah L Forten were appointed at Comt to purchase and prepare the necessary articles for the subject of petitioning Congress for the Abolition of Slavery in the District of Columbia was again brought forward and the following Comt names to prepare a memorial to be laid before the next monthly meeting...

**The Philadelphia Female Anti Slavery Society held their stated meeting, July 9<sup>th</sup> 1835-** In the absence of the President Sidney A Lewis, was called upon to preside for the evening. The Committee appointed at the last meeting to prepare a memorial to Congress for the Abolition of Slavery in the District of Columbia, reported a copy of one, which was approved, adopted and ordered to be printed. The Committee for visiting the schools for colored children made a report which was accepted, and it was on motion resolved that the Committee be continued, and that they shall from time to time lay before the Society report of the Schools visited, and any other observations connected with the subject of education.

**At a stated meeting of the Female Anti-Slavery Society held September 8<sup>th</sup> 1836** Lucretia Mott in the chair-  
The proposal received at last meeting to prepare an address to the females of this city on the subject of slavery was discussed and adopted. Mary Grew, Mary Moore and Sarah Pugh are appointed to prepare one.

**At a stated meeting of the Female Anti-slavery Society held 8mo. 10<sup>th</sup> 1837-** A letter from the Female Society at Pittsburg was read stating their willingness to cooperate with us as far as they can in circulating petitions to Congress. Also, one from the Buckingham Female Society requesting information respecting the means of procuring free labor goods. ? informed the meeting that a statement was being prepared for publication showing where various articles of food & clothing were prepared by slave labor & where the same could be obtained by free labor & Abm. Lorrer made some remarks on the importance of abolitionists abstaining from slave produce- The corresponding secretary was directed to reply to the letter.

[Download at PFAS](#)

## 46. District Meeting Minutes Sample


District meetings are equally crucial to those of board and council meetings. It's where they'll talk about what's going on in the district and how to fix issues (if they have). In this case, you should make district meeting minutes to keep a written record of the discussion.

<p style="text-align: center;"><b>Company Name Limited</b></p> <p>Company Number _____</p> <p><b>Minute of Directors' Meeting</b></p> <p>Place of meeting: [place]</p> <p>Date and time: [day, month, year] at [time].</p> <p>Directors Present: [Name, Name, Name] :-</p> <p>Others present: [other Names, eg company secretary]</p> <p><b>1 Documents</b></p> <p>The following documents were produced to the meeting:</p> <ul style="list-style-type: none"><li>1.1 the certificate of incorporation</li><li>1.2 the Memorandum and Articles of Association</li><li>1.3 Form 10, as filed at Companies House</li><li>1.4 bank forms: mandate and resolution to appoint bank.</li></ul> <p><b>2 Report</b></p> <p>The company had been formed by the subscribers named on the Memorandum of Association, and the first directors, the first company secretary and the registered office were as stated in Form 10.</p> <p><b>3 Declarations of interests</b></p> <p>[Name], as a director of [Name Limited], declared her interest in a proposed contract with the company [details, eg to make Wuthering Heights into a heritage theme park].</p> <p><b>4 Auditors</b></p> <p>It was resolved to appoint [Name] as the company's auditors, and that their remuneration would be fixed by the directors.</p> <p>[or]</p> <p>It was reported that the company would be a small company for accounting purposes and that it would not be necessary to appoint an auditor.</p> <p><b>5 Bank</b></p>	<p>5.1 It was resolved to appoint [Joseph's Bank plc] as the company's bank.</p> <p>5.2 The company secretary was instructed to complete the bank forms and arrange for them to be signed.</p> <p><b>6 Accounting reference date</b></p> <p>6.1 It was resolved that the company's accounting reference date should be _____</p> <p>6.2 The company secretary was instructed to file Form 225 (notice of accounting reference date) with Companies House.</p> <p><b>7 Allotment of Shares</b></p> <p>7.1 It was resolved to allot ordinary shares of £1 each in the capital of the company (including subscriber shares) for cash at par as follows:</p> <p style="padding-left: 20px;">[details, eg Heathcliff International Trading plc (HIT) - 98 shares Hareton Earnshaw - 1 share Edgar Linton - 1 share]</p> <p>7.2 The company secretary was instructed to enter the names of the shareholders in the Register of Members, to issue share certificates to the shareholders and to file Form 88 (2) with Companies House.</p> <p><b>8 Notice of directors' interests in shares or debentures</b></p> <p>8.1 The company secretary reported that she had received written notice from the following directors of their respective interests in shareholdings in the company:</p> <p style="padding-left: 20px;">[eg Hindley Earnshaw - 1 ordinary share of £1, held by his son Hareton Earnshaw Edgar Linton - 1 ordinary share of £1.]</p> <p>8.2 The company secretary was instructed to record these shareholdings in the Register of Directors' Interests.</p> <p><b>9 Business</b></p> <p>It was resolved to enter into a contract with [Moorland Construction Limited to build a theme park].</p>
--	--

[Download at Word Templates](#)

## 47. Technical Meeting Minutes Sample

Technical meetings are similar to other meetings. It also needs [technical meeting minutes](#) to record all the details discussed during the meeting.



The image shows a template for technical meeting minutes. At the top, there is a header image of a diverse group of people in a meeting, with the text "TECHNICAL TEAM MEETING MINUTES" overlaid. Below the image, the template is divided into two main sections: "Meeting Details" and "Agenda Details".

**Meeting Details**

Team Name	Technical Writing Team
Meeting Date	March 25, 2020
Time	10:00 AM - 11:00 AM
Topic	Content Review
Attendees	Alice Brown, Jack White, Karen Green, Ben Clark, Emily Black
Minutes Taken	15 minutes

**Agenda Details**

Agenda
1. Discuss the strategies to improve the traffic of the website
2. Talk about the new product features that will be released in the next 6 months

Meeting Minutes

TEMPLATE.NET



## 48. Contractor Meeting Minutes Sample

In establishing [contractor meeting minutes](#), ensure that all your eyes and ears are in the meeting to record all the necessary details. You can use this document if ever your clients refuse or find any problems in the construction.

Meeting Details	
Meeting Name	Construction Team
Meeting Date	March 01, 2020
Time	09:00 AM - 10:00 AM
Venue	Construction Office
Attendees	John Doe, Jane Smith, Mark Brown, Lisa Green, Michael White
Meeting Topic	Project Status
Action Items	None

Agenda Details	
AGENDA	
1	To discuss the project status with the client and the project team.
2	To review the meeting minutes from the previous meeting.
3	To discuss the project status with the client and the project team.

## 49. Fundraising Meeting Minutes Sample

When it comes to money-related meetings, you should make meeting minutes to record all of them. It could also avoid confusion and problems. You can take the [fundraising meeting minutes](#) below as an example.

**NON PROFIT FUNDRAISING MEETING MINUTES**

Meeting Details

Topic Name	Working Team
Meeting Date	24 April 2020
Time	9:30 AM - 10:30 AM
Venue	Working Room / Conference Room / Online
Attendees	James Wilson, Sarah Jones, David Miller, Emily White
Agenda Item	Marketing Plan Update
Minutes Taken	15 mins

Agenda Details

AGENDA

(Discussion on marketing plan update and progress for the upcoming 12th week)

TEMPLATE.NET

## 50. Cabinet Meeting Minutes Sample

Cabinet meetings are essential as are board and business meetings. That is why you should also create cabinet meeting minutes to document all the details discussed.

# Cabinet Meeting Agenda/Minutes

Tuesday October 15, 2013  
10:00 AM TECC Room

## Fall 2013 Cabinet

**Dr. Marlon Hall**  
Superintendent/President

**Beatriz Vasquez**  
Exec. VP of Academic Services

**Dave Clausen**  
VP of Administrative Services

**Tammy Robinson**  
Dean of Instructional Services

**Patrick Walton**  
Dean of Student Services

**Sue Mouck**  
Accreditation Liaison Officer

**Julie Johnston**  
Executive Assistant to the President

**Terry Bartley**  
Comptroller

**Vickie Ramsey**  
Human Resources Manager

**Vacant**  
Director Maintenance & Operations

**Aeron Zenter**  
Director Institutional Effectiveness

### LCC Vision: To be

- the Academic Leader by ensuring quality and student success
- the Educational Leader by expanding outreach and student access
- a Trusted Steward by providing capable leadership and accountability
- the Economic and Workforce Development Leader for the community
- the Cultural Leader in the community
- the Civic and Social Leader in the community
- be the Model of a highly efficient self-sustaining rural community college

### LCC Mission:

Lassen Community College provides outstanding programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The college serves

Agenda Item	Time	Discussion/ Decision	Next Steps/ Responsible Party
1. Draft Workshop agenda for 10/22/13		Dr. Hall: - discussed to change name of Self Study to Self Evaluation on agenda prior to launch.	
2. Auxiliary Services NIPR (final acceptance)		Dave: Made some changes – took budget doc out per input from Dr. Vasquez and changed AUO's (added). Sue requested that prioritization be numbers rather than letters to keep in style with other NIPRs. Would like all planning docs to be in standardized format. Accepted by Cabinet. Dave to forward to Sue for CC.	
3. Student Success & Equity Report		Aeron: Patrick and Aeron put together report. Annual updated report. 4 areas – access, retention, completion & transfer. Numbers have gone slightly down. Gets submitted to Chancellor's Office. Adopt together – send to Sue for CC. Then to Board in November.	
4. HR Update		Vickie: Working on contract – Sue has CSEA. Changes to LCFA. Vickie working on. Hope to be done today so approved. Dave advised he wished to thank Vickie for her hard work on contracts.  Committee meeting together today for Facilities. Bookstore Tech committee met last week.	
5. Executive Cabinet Task Log		Dr. Hall – attached.	

[Download at Lassen College](#)

## MEETING MINUTES FORMAT

Several variables and forms must follow to make credible and formal meeting minutes. If you're not sure what these are, scroll down to see examples of some of the formats you'll encounter in most meeting minutes.

### 1. Heading

For formal meeting minutes, you should begin with the company or brands' name as the heading. You also have to provide the title of the meeting in this area.

## **2. Meeting Details**

After the heading, you should consider the meeting details. These details should include the date, time, location, name of participants. It is also the section where you will introduce the topics one by one.

## **3. Agenda Details**

Agenda details should include the discussion of every topic. It should be clear and precise. It begins with the call to order and ends with the adjournment of the meeting.

## **4. Action Discussed**

Action discussed is the solutions agreed upon and addressed to solve the problems and issues discussed. Write all the details and organize them well to come up with neat meeting minutes.

## **FAQs**

### **What are the meeting minutes?**

Meeting minutes are written notes taken during a meeting. They emphasize the most important subjects, motions being made or voted on, and activities.

### **Who usually wrote the meeting minutes?**

A chosen member of the organization normally takes the minutes of a meeting.

### **What is the purpose of the meeting minutes?**

The main purpose of meeting minutes is to keep a record of everything that happens during the meeting.

### **How to write meeting minutes?**

There are various things that you need to consider when writing meeting minutes. These are some of the things that you should do:

- Use a template
- Check the attendees and absences
- Record all the necessary details needed
- Ensure to write it clearly
- Print

## **Can you write meeting minutes for free?**

Yes, you can, especially if you know how to do it. But if not, you can download various templates that you can use as guides. You can also download our editable templates if you like.