[Post your job](https://employers.indeed.com/p/post-job?hl=en&co=US&&isid=SMBdownload_meeting-minutes) *on Indeed or find more templates and samples in the* [Employer Resource Library](https://indeed.com/hire/resources?isid=SMBdownload_meeting-minutes)*.*

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[Company or organization’s name]  
[Meeting name]  
[Date of meeting]  
[Time of meeting]  
[Location of meeting]

ATTENDANCE

* [Names of attendees]
* [Names of absent members]
* [Names of guests]
* There [was or was not] a quorum present

NOTICE  
Notice [was or was not] provided. A waiver of notice [is or is not] included.

ORDERS OF BUSINESS

Unfinished business

* [Names of those reporting]
* [Names of those dissenting]
* [Voting results]
* [Key points from reporting, dissenting and voting]

New business

* [Reports from CEO or executive director]
* [Reports from the finance department]
* [Reports from committees]
* [Other reports as needed]
* [Key points, dissensions etc.]

Action steps

* [Key players]
* [Specific tasks]
* [Timeframe]

CLOSING

* We will hold the next board meeting on [date and time].
* The meeting ended at [time].
* [Signatures of minute taker and board president]

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