[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)*.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[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]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Indeed provides this information as a courtesy to users of our site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job descriptions, and none of the information provided herein guarantees performance. This is a legal disclosure and is* ***not*** *part of the following template.*