

Executive Meeting Minutes Template

Meeting Details

Date: _____

Time: _____

Location: _____

Chairperson: _____

Minute Taker: _____

Attendance

Board Member	Present	Absent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Call to Order

Approval of Agenda

Approval of Previous Minutes

Reports

- _____
- _____
- _____

Agenda Items / Discussion

1. _____
2. _____
3. _____

Decisions Made

- _____

- _____

Action Items and Responsible Parties

Action Item	Responsible	Deadline
_____	_____	_____
_____	_____	_____

Next Meeting

Date: _____

Time: _____

Location: _____

Adjournment

Signature

_____ Date: _____