

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

- _____
- _____
- _____

Decisions Made

- _____

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Action Items and Responsible Parties

Action Item	Responsible	Deadline

Next Meeting

Date: _____

Time: _____

Location: _____

Adjournment

Signature

Date: _____