| **MEETING DETAILS** |
| --- |

| **Purpose:** | Board Meeting | **Date:** | December, 23, 202… |
| --- | --- | --- | --- |
| **Location:** | 123 5th Street W - Boardroom A | **Time:** | 6:00 PM |

| **APPROVAL OF MINUTES & ATTENDEES** |
| --- |

| **Attendees:** | **Approval of Minutes** |
| --- | --- |
| **Absentees:** | Date of previous minutes: November 23, 202…   * Motion to approve by:Jane Doe * Motion seconded by: John Doe |

| **AGENDA ITEMS DISCUSSED** |  |  |
| --- | --- | --- |
| * Agenda Item 1 Title: |  | Brief summary of discussion |
| * Agenda Item 2 Title: |  | Brief summary of discussion |
| * Add new row - Right-click and select *“Insert new row below”:* |  | Brief summary of discussion |

| **OTHER MATTERS** |  |  |
| --- | --- | --- |
| * Other Discussion Title: |  | Brief description of other matters discussed. |
| * Add new row - Right-click and select *“Insert new row below”:* |  | Brief description of other matters discussed. |

| **ACTION ITEMS** |  |  |
| --- | --- | --- |
| **Task** | **Assigned To** | **Deadline** |
| Prepare budget | Jane Doe | Jan 8, 202… |
| Finalize technical requirements | John Doe | Feb 1, 202… |
| Add new row - Right-click and select *“Insert new row below”* | Insert Name | Feb 10, 202… |

| **NEXT MEETING DETAILS** |
| --- |

| **Purpose:** | Board Meeting | **Date:** | December, 30, 202… |
| --- | --- | --- | --- |
| **Location:** | 123 5th Street W - Boardroom A | **Time:** | 6:00 PM |

| **Meeting Adjourned:** | Time meeting ended - 7:00 PM |
| --- | --- |
| **Prepared by:** | Bob Doe |