**PROJECT NAME**

**Minutes**

**Date, Time**

**Location**

Attendees: [list in alphabetical order or order of title]

Regrets:

Guest(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AGENDA ITEMS | MRP  [most responsible person] | * Inform * Seek Input * Consensus | TIME ALLOTTED | DISCUSSION POINTS AND DECISIONS | ACTIONS AND TASKS:  Who is responsible for the activity and what is the due date? |
| 1. Land Acknowledgement |  |  | 2-4 minutes |  |  |
| 1. Approval of Agenda | [name] | Approval | 2 minutes | Approved |  |
| 1. Approval of Minutes from Last Meeting | [name] | Approval | 2 minutes | Defer |  |
| BUSINESS ARISING: | | | | | |
| 1. Accounting Report |  | Inform | 5 minutes |  |  |
| 1. Audit |  | Inform | 5 minutes |  |  |
| NEW BUSINESS: | | | | | |
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| ADJOURNMENT: [time meeting ended] | | | | | |
| NEXT MEETING: date and time to be announced or TBD | | | | | |

**Committee Meeting Name**

**Date, Time**

**Location**

Present: [list in alphabetical order or order of title]

Regrets:

Guest(s):

|  |  |  |  |
| --- | --- | --- | --- |
| AGENDA ITEMS | **DISCUSSION /OUTCOME** | **ACTION/FOLLOW UP** | **RESPONSIBILITY** |
| 1. Welcome |  |  |  |
| 1. Land Acknowledgement |  |  |  |
| 1. Approval of Agenda |  |  |  |
| 1. Approval of Last Meeting’s Minutes |  |  |  |
| 1. Business Arising |  |  |  |
| 1. New Business |  |  |  |
| 1. Other Business |  |  |  |
| 1. Meeting Adjourned |  |  |  |
| 1. Next Meeting |  |  |  |

**[COMPANY NAME]**

**Minutes**

**Regular Monthly Board Meeting**

**Date, Time**

**Location**

Note: content is written more formally, using structured sentences. The use of MOVED for any actions that need a member to propose an action which is then followed with SECONDED and the person’s name for each. Finally, a vote is taken and with a quorum – enough members in attendance to carry a vote, the final comment is CARRIED.

**CALL TO ORDER** The regular meeting of the ABC Company was held in Room # at 7:00 p.m. July 8, 2024. The meeting was called to order by the Chairperson, [name]. [Name] was the Recording Secretary for the meeting.

**ATTENDANCE:** [in alphabetical order, or order of title] [name], [name],

**REGRETS**

**GUESTS**

**LAND ACKNOWLEDGEMENT** [name] provided the Land Acknowledgement: [insert text]

**TREASURER’S OR FINANCIAL REPORT** Treasurer [name] reported the financial status of ABC Company, after last month’s property acquisitions, and new leases. The financial statements were accepted as distributed and read.

**OLD BUSINESS** [name] MOVED that new administrative technical resources be purchased to allow the Administration Team to access additional features and resources of the Accuro EMR/practice management software. The motion was SECONDED by [name]. CARRIED

**NEW BUSINESS** [name] MOVED that all administrative employees receive complimentary accommodations/food/ and parking for the upcoming convention, they are hosting/running for the company

**NEXT MEETING** The next meeting will be held in Room #, on August 5, at 7:00 p.m.

**ADJOURNMENT** [name] MOVED to adjourn the meeting at 8:30 p.m. The motion was CARRIED.

NOTE: When minutes are being created for a legal purpose such as an incorporated business’s Minutes Book, the minutes style is highly formal. Another more formalized method of meeting protocols is Roberts Rules of Order.