**FORMAL MEETING MINUTES**

**Call to Order**

A [meeting type] meeting of [team / organization name] was held on [date] at [location]. It began at [time] and was presided over by [chairman name], with [secretary name] as secretary.

**Attendees**

Voting members in attendance included [list voting members]

Guests in attendance included [list guests]

Members not in attendance included [list members not in attendance]

**Approval of Previous Minutes**A motion to approve the minutes of the previous [date] meeting was made by [name] and seconded by [name].

**Officers’ Reports**[Name of Report] was presented by [presenter name].

[Name of Report] was presented by [presenter name].

**Other Reports**[Name of Report] was presented by [presenter name]. The following resolution was adopted: [resolution description]

**Main Motions  
Motion:** Moved by [name] and seconded that [state motion here]. The motion [carried or failed] with [number of yeas] in favor and [number of nays] against.

**Motion:** Moved by [name] and seconded that [state motion here]. The motion [carried or failed] with [number of yeas] in favor and [number of nays] against.

**Motion:** Moved by [name] and seconded that [state motion here]. The motion [carried or failed] with [number of yeas] in favor and [number of nays] against.

**Announcements**Remarks

**Adjournment**[Name of mover] moved that the meeting be adjourned, and this was agreed upon at [time of adjournment].

|  |  |
| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* |  |
| **[Organization Name]** |  |

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