|  |
| --- |
| Call to order |

A meeting of **[Organization or team name]** was held at **[Location]** on **[Date]**.

|  |
| --- |
| Attendees |
| Attendees included **[list attendee names]**. |
|  |
|  |
|  |

|  |
| --- |
| Members not in attendance |
| Members not in attendance included **[list names]**. |
|  |
|  |
|  |

|  |
| --- |
| Approval of minutes |

[]

|  |
| --- |
| Reports |

[]

|  |
| --- |
| Unfinished business |

[]

|  |
| --- |
| New business |

[]

|  |
| --- |
| Announcements |

[]

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Secretary |  | Date of approval |

Tired of working with meeting agendas and meeting minutes manually? Status.net is a modern solution to share regular updates and gather insights automatically.

Status.net allows your team to share meeting summaries, discuss agendas, and send mass notifications, all with scheduled auto reminders.

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