

CORPORATE MINUTES OF THE _____ MEETING

☐ **DIRECTORS** ☐ **SHAREHOLDERS**

OF _____ [Company name]

A/An (Check one) ☐ regular ☐ annual ☐ special meeting of the (Check all applicable) ☐ Board of Directors ☐ Shareholders of the above corporation was held on _____, 20____ at _____ [Time] at (Check one)

☐ principal place of business

☐ _____ [Meeting room name],

_____, _____,
_____ [Address]

The purpose of this meeting:

I. Quorum

A quorum was declared present based on the presence of the following:

Directors

Name	Title

