**MOM FORMAT**

**Meeting:**

**Date/Time of Meeting**:

**Location of Meeting**:

**Members Present**: (list all members)

**Guests**: (list any guests that attended)

**Reading and Approval of Minutes**: (specify date of minutes being approved)

**Agenda Item #1**:

**Discussion**: (summarize the discussion at the meeting)

**Action**: (list any action to be taken by whom and by when)

**Agenda Item #2**:

**Discussion**: (summarize the discussion at the meeting)

**Action**: (list any action to be taken by whom and by when)

**Agenda Item #3**:

**Discussion**: (summarize the discussion at the meeting)

**Action**: (list any action to be taken by whom and by when)

**Announcements:** (list any announcements made)

**Future Agenda Items**: (list any suggested agenda items that are to be tabled for the next

meeting)

**Next Meeting**: (list Date/Time/Location of the next meeting)

**Minutes Prepared By**: (minutes of meetings should be written up and emailed to all members

for review within one week of the meeting. Copies may also be provided at the next chapter

meeting)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting Information** | | | | | | |
| **Objective:** | | [Enter the objective of the meeting here.] | | | | |
| **Date:** | | 01/01/2000 | **Location:** | | [Enter Room Number] | |
| **Time:** | | 6:00 AM | **Meeting Type:** | | [Identify type of meeting] | |
| **Submitted by:** | | [List Name] | **Approved by:** | | [List Name] | |
| **Attendees:** | | [List Names] | | | | |
| **Agenda Items** | | | | **Presenter** | | **Time Allotted** |
| **1** | [List Agenda Item 1] | | | [Name] | | [x minutes] |
| **2** |  | | |  | |  |
| **3** |  | | |  | |  |
| **4** |  | | |  | |  |
| **Decisions** | | | |  | |  |
| **1** | [List Decision 1] | | | | | |
| **2** |  | | | | | |
| **3** |  | | | | | |
| **New Action Items** | | | | **Responsible** | | **Due Date** |
| **1** | [List New Action Item 1] | | | [Name] | | [Date] |
| **2** |  | | |  | |  |
| **3** |  | | |  | |  |
|  |  | | |  | |  |
| **Other Notes & Information** | | | | | | |
|  | | | | | | |