

SAMPLE BUSINESS MEETING MINUTES FOR JONES CONSULTANTS, INC.

1 : MEETING DETAILS

Chairman :

Secretary:

Date:

Time:

Priority:

Venue:

Agenda:

2 : ATTENDEES

(name1)

(name2)

(name3)

3 : CALL TO ORDER

A meeting of (organization) was held at (location) on (date)

4 : REPORT FROM

(minutes)

5 : APPROVAL OF MINUTES

A motion to approve the minutes of the previous (date) meeting wase made by (name) and seconded by (name)

6 : ADJOURNMENT

End of Meeting - speaker (name) - (time)

Minutes submitted by : (sign) Print name: (name)

Approved by: (sign) Print name: (name)