

# Meeting Minutes

 Irvin Bernardo

## Meeting Minutes

**Meeting Title:** [Title of the Meeting]

**Date:** [Date of the Meeting]

**Time:** [Start Time] - [End Time]

**Location:** [Meeting Location or Virtual Platform]

**Chairperson:** [Name of the Chairperson]

**Attendees:** [List of Attendees]

**Absent:** [List of Absentees]

## 1. Call to Order

The meeting was called to order at [Start Time] by [Chairperson's Name]. A quorum was established, and the agenda was reviewed.

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### Order summary

#### Office 365 E1 (no Teams)

1-month subscription, Pay \$9.30 user/month for 1 user

Payment due today (tax not included)

\$9.30

### What is Office 365 E1 (no Teams)?

#### Fully installed Office apps for PC and Mac

(Not included)

#### Premium services



## 2. Approval of Previous Meeting Minutes

The minutes from the previous meeting held on [Previous Meeting Date] were reviewed. A motion to approve was made by [Name] and seconded by [Name]. The motion was [approved/rejected] with [any amendments if applicable].

## 3. Agenda Items

### 3.1 [Agenda Item 1]

#### Discussion:

- [Summary of discussion points]

- [Key decisions or recommendations]
- [Action items and responsible persons]

### 3.2 [Agenda Item 2]

**Discussion:**

- [Summary of discussion points]
- [Key decisions or recommendations]
- [Action items and responsible persons]

### 3.3 [Agenda Item 3]

**Discussion:**

- [Summary of discussion points]
- [Key decisions or recommendations]
- [Action items and responsible persons]

## 4. New Business

Any new topics or concerns raised during the meeting:

- [Brief description of new business]
- [Next steps or follow-ups]

## 5. Action Items and Responsibilities

A summary of action items assigned during the meeting:

Action Item	Responsible Person	Due Date
[Action 1]	[Person 1]	[Date]
[Action 2]	[Person 2]	[Date]
[Action 3]	[Person 3]	[Date]

## 6. Next Meeting

**Date:** [Next Meeting Date]

**Time:** [Next Meeting Time]

**Location:** [Next Meeting Location or Virtual Platform]

## 7. Adjournment

The meeting was adjourned at [End Time]. A motion to adjourn was made by [Name] and seconded by [Name].

**Minutes prepared by:** [Your Name]

**Date of preparation:** [Date]

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