

# COMMITTEE MEETING MINUTES TEMPLATE

<b>[company name]</b>		
<b>[committee name]</b>		
<b>[meeting name]</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
[date]	[time]	[address]
<b>ATTENDANCE</b>		
<b>Present</b>	<b>[member list]</b>	
<b>Absent</b>	<b>[member list]</b>	
<b>Quorum</b>	<b>[quorum established]</b>	
<b>MEETING AGENDA</b>		
Call to order	[description & motion]	[time]
Previous meeting minutes	[description & motion]	[time]
<b>OLD BUSINESS</b>		
[item]	[description & motion]	[time]
<b>NEW BUSINESS</b>		
[item]	[description & motion]	[time]
<b>ADJOURNMENT</b>		
[description & motion]		
<b>MINUTE-TAKER</b>	[name]	

ACTION ITEMS			
Item	Collaborator	Description	Due date
[item]	[name]		[date]
SIGNATURES			
Name	Role	Signature	Date
[name]	[role]		[date]

Simplify your meetings and streamline collaboration using a board portal solution. Experts recommend iDeals Board as the number one board management software.



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North American Office  
14 Wall Street, 20th Floor,  
New York City, New York, 10005,  
United States of America

European Office  
49 Queen Victoria Street,  
London EC4N 4SA,  
United Kingdom