Cooperative Minutes Template

Created by

Using this Template:

This template is designed to facilitate the creation of an accurate and easily comprehensible record of your meetings. Please feel free to make any modifications to it that allow you to better meet that goal.

As you modify the document, please note the items which your meeting minutes should always include:

* The name of the group meeting
* The date and time the meeting was held
* Names of voting members present
* Names of voting members absent
* Names of any support staff, advisors, or contractors present
* Names and organizational affiliation of any guests
* Any decisions made
* Any action items assigned or committed to
* Items held over for the next meeting
* Date, time and location for the next meeting (or indicate how these will be decided and communicated)

## Present:

*List voting members only*

Name, Role

Name, Role

Name, Role

## Absent:

*List voting members only*

Name, Role

Name, Role

## Support Present:

*List any regular non-voting attendees*

Name, Role

Name, Role

## Guests:

Name, Role, Organization

Agenda Summary:

|  |  |
| --- | --- |
| 1. CALL TO ORDER
 | *Time meeting started* |
| 1. PREVIOUS MINUTES REVIEW
 | *Approved or approved as amended* |
|  | *Indicate what the goal was for this topic (information/decision/action item)* |
| 1. Example Topic
 | **Decision + Action Item** |
| ADJOURNMENT | *Time meeting ended* |
| NEXT MEETING | *Date/time/location of next meeting* |

Meeting Notes:

### Previous Minutes Review:

Note any amendments or corrections here.

**Decision:**

**Record whether minutes were approved or approved as amended.**

#### Reports:

### Item 1:

Note any report highlights or discussion here.

#### Old Business:

### Item 2:

Note any report highlights or discussion here.

**Decision:**

**Record any votes or decisions made here.**

**Action Item(s):**

**Record any action items here, along with who is responsible and when they are expected to be completed.**

*If there are no decisions or action items related to a topic, delete the decision/action item portion of the record. This allows actual decisions/action items to stand out.*

#### New Business:

### Item 3:

Note any report highlights or discussion here.

**Decision:**

**Record any votes or decisions made here.**

**Action Item(s):**

**Record any action items here, along with who is responsible and when they are expected to be completed.**

*If there are no decisions or action items related to a topic, delete the decision/action item portion of the record. This allows actual decisions/action items to stand out.*

#### Additions to the Agenda:

### Item 4:

Note any report highlights or discussion here.

**Decision:**

**Record any votes or decisions made here.**

**Action Item(s):**

**Record any action items here, along with who is responsible and when they are expected to be completed.**

*If there are no decisions or action items related to a topic, delete the decision/action item portion of the record. This allows actual decisions/action items to stand out.*