

# {-sample-} Chapter Stated Meeting

## MINUTES

[CLICK TO SELECT DATE]

[MEETING TIME]

MEETING CALLED BY	
TYPE OF MEETING	
ATTENDEES	See attendance book.

### Agenda topics

TOPIC			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

<b>TOPIC</b>			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>TOPIC</b>			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>SECRETARY</b>			
<b>SECRETARY SIGNATURE</b>			
<b>DATE</b>			