

{-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	

TOPIC			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TOPIC			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

SECRETARY	
SECRETARY SIGNATURE	
DATE	