(ORGANIZATIONS NAME)

MEETING MINUTES

(Meeting type [officer, membership, etc.]) Meeting called to order at: Meeting Place:	Date:
Attendees:	
Items Discussed:	
-	
-	
-	
-	
_	
_	
Next meeting is scheduled for	
Meeting adjourned at	

President's Printed Name & Signature

[&]quot;This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status."