

A dark wooden floor with a bokeh background of warm, glowing lights.

# Contents of a minute template

# Minute template

- Type of meeting
- Purpose of meeting
- Date, time and location of meeting
- Name of chairman
- Names of those in attendance
- Indication that a quorum was or was not present
- Approval of previous meeting's minutes

# Minute template (2)

- Motions made and names of those who made them
- Summary of any reports presented
- Resolutions that are voted on
- Information on the next meeting (date, time and location)
- Time of adjournment
- Name of the person who approved the minutes