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| --- |
| **Created by:**  [Sender. FirstName][Sender. Last Name]  [Sender. Company] |

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| **Prepared for:**  [Client. FirstName] [Client. Last Name]  [Client. Company] |

This meeting minutes document is intended to record the topics and results of the meeting between the listed attendees taking place on meeting date.

Including all Members and Guests scheduled for participation

|  |  |
| --- | --- |
| Name | Affiliation |
| [Client. FirstName] [Client. Last Name] | Attendee Job Title |

All votes shall be recorded and obtained for documentation of meeting minutes purposes.

|  |  |
| --- | --- |
| Name | Minutes Voted |
| [Client. FirstName] [Client. Last Name] | Attendee Minutes Voted |

Meeting Minutes created by [Sender. First name] [Sender. Last Name] on this date of agreement date. Signature below indicates completion of the minutes and authentication of their accuracy.

|  |  |
| --- | --- |
| [Sender. Company] | [Client. Company] |
| [Sender. FirstName] [Sender. Last Name] | [Client. FirstName] [Client. Last Name] |