

Board Meeting Minutes Form Sample

Download a **meeting minutes form sample** designed specifically for board meetings to ensure accurate and organized record-keeping. This template helps streamline documentation by capturing critical decisions, attendees, and action items efficiently. Easily customizable, it supports effective communication and accountability within your organization.

Download Meeting Minutes Form (Word Doc)

[Download Sample Meeting Minutes \(.docx\)](#)

Preview: Board Meeting Minutes Template

Date:	[Insert Date]	Time:	[Start - End]
Location:	[Insert Location]		
Chairperson:	[Name]	Secretary:	[Name]
Attendees:	[List of Attendees]		
Apologies:	[List of Absentees]		
Agenda			
<ul style="list-style-type: none">[Item 1][Item 2][Item 3]			
Minutes			
<ol style="list-style-type: none">Approval of Previous Minutes: [Notes]Business Arising: [Notes]New Business: [Notes]Action Items: [Assigned To, Due Date]			
Next Meeting:	[Date & Time]		
Adjournment:	[Time]		
Minute Taker Signature:	_____		