

# 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

<b>Date:</b>	[Insert Date]	<b>Time:</b>	[Start - End]
<b>Location:</b>	[Insert Location]		
<b>Chairperson:</b>	[Name]	<b>Secretary:</b>	[Name]
<b>Attendees:</b>	[List of Attendees]		
<b>Apologies:</b>	[List of Absentees]		
<b>Agenda</b>			
<ul style="list-style-type: none"><li>[Item 1]</li><li>[Item 2]</li><li>[Item 3]</li></ul>			
<b>Minutes</b>			
1. <b>Approval of Previous Minutes:</b> [Notes] 2. <b>Business Arising:</b> [Notes] 3. <b>New Business:</b> [Notes] 4. <b>Action Items:</b> [Assigned To, Due Date]			
<b>Next Meeting:</b>	[Date & Time]		
<b>Adjournment:</b>	[Time]		
<b>Minute Taker Signature:</b>	_____		