

Annual General Meeting Minutes Form Sample with Agenda

The **annual general meeting minutes form sample** with agenda provides a structured template to efficiently document key discussions and decisions. This form ensures accurate record-keeping, facilitating transparency and compliance for organizations. It streamlines the meeting process by outlining essential agenda items and capturing meeting outcomes clearly.

Meeting Details

Date:	_____
Time:	_____
Location:	_____
Chairperson:	_____
Minutes Recorder:	_____
Attendees:	_____
Absentees:	_____

Agenda

Item	Description	Presenter	Time Allocated
1	Call to Order	Chairperson	___ mins
2	Apologies for Absence	Secretary	___ mins
3	Approval of Previous Minutes	All Members	___ mins
4	Matters Arising from Previous Minutes	Chairperson	___ mins
5	Annual Reports (Chairperson, Treasurer, Committees)	Respective Presenters	___ mins
6	Adoption of Audited Financial Statements	Treasurer/Auditor	___ mins
7	Election of Officers/Board	Chairperson	___ mins
8	Appointment of Auditors	Chairperson	___ mins
9	Any Other Business (AOB)	All Members	___ mins
10	Adjournment	Chairperson	___ mins

Decisions and Action Items

Agenda Item	Decision/Action	Responsible Person	Deadline
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signatures

Chairperson	_____
Minutes Recorder	_____
Date	_____