

# MEETING MINUTES

**Instructions:** Use the words in the box below (the 8 parts of the Meeting Minutes) to match the statements below.

*Call to Order*

*Heading*

*Attendance Record/Roll Call*

*Old Business*

*Approval of Minutes*

*New Business*

*Signature Line/ Area*

*Adjournment*

Name the part of the meeting minutes where you may find:

- 1) The Secretary's name \_\_\_\_\_
- 2) The date and time of the meeting \_\_\_\_\_
- 3) The reading of last month's meeting minutes \_\_\_\_\_
- 4) The goals for next quarter \_\_\_\_\_
- 5) The date and time of the next meeting \_\_\_\_\_
- 6) Items discussed at last month's meeting \_\_\_\_\_
- 7) The name of the person moderating the meeting \_\_\_\_\_
- 8) The title "Meeting Minutes" \_\_\_\_\_
- 9) The names of persons who could not make it to the meeting  
\_\_\_\_\_
- 10) How many persons voted against the fundraiser \_\_\_\_\_

*Created by: Mrs. Hield*