

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