**Company Name**

Date ……. /……. /……..

Meeting location ………….

**Members present**

1. ……………………..
2. ……………………..
3. ……………………..
4. ……………………..
5. ……………………..
6. ……………………..

**Members absent**

………………..

**Approval of minutes**

* ……………………..
* ……………………..
* ……………………..

**Business**

* ……………………..
* ……………………..
* ……………………..