



MEETING MINUTES

Minutes #:	Date:	Time:	Location:
Prayer:			
Meeting Called by:		Type of Meeting:	
Chairperson:		Recorder:	
Attendees:	Names:	Names:	
Apologies:			
AGENDA ITEMS			
1.	Topic: _____ _____ _____ _____		Action:
2.	Topic: _____ _____ _____ _____		Action:
3.	Topic: _____ _____ _____ _____		Action:
4.	Topic: _____ _____ _____ _____		Action:

Time Ended: _____

Prayer: _____