LLC Meeting Minutes Template

1. Meeting Details Meeting Chairman/Chairwoman: Secretary: Date: Date: Time: Location: Street Address: City: State: Zip Code:

2. Roll Call

Present:	Absent:

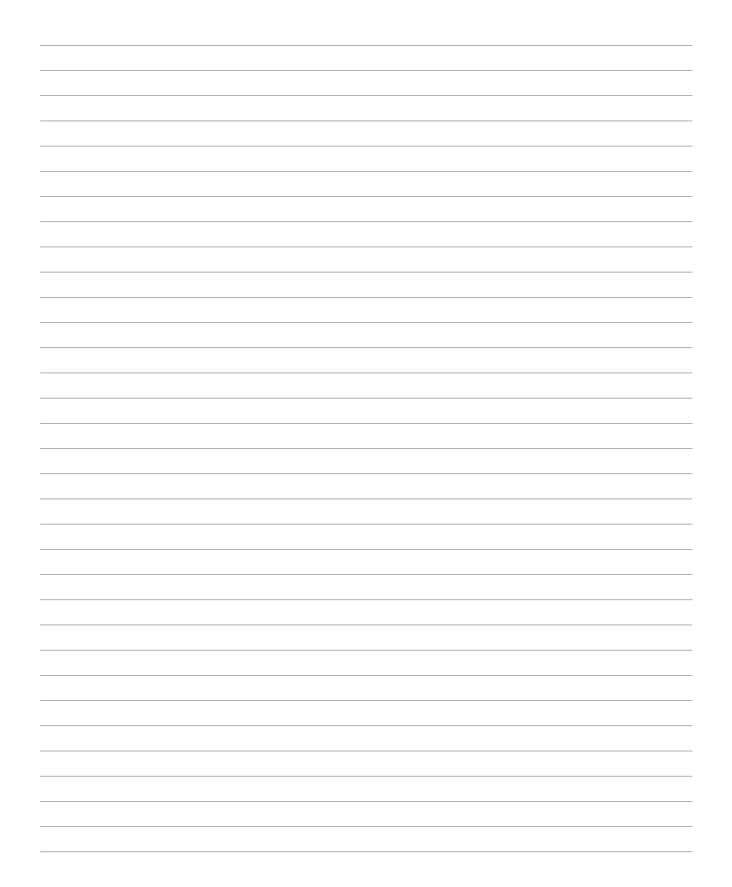


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3. Call To Order



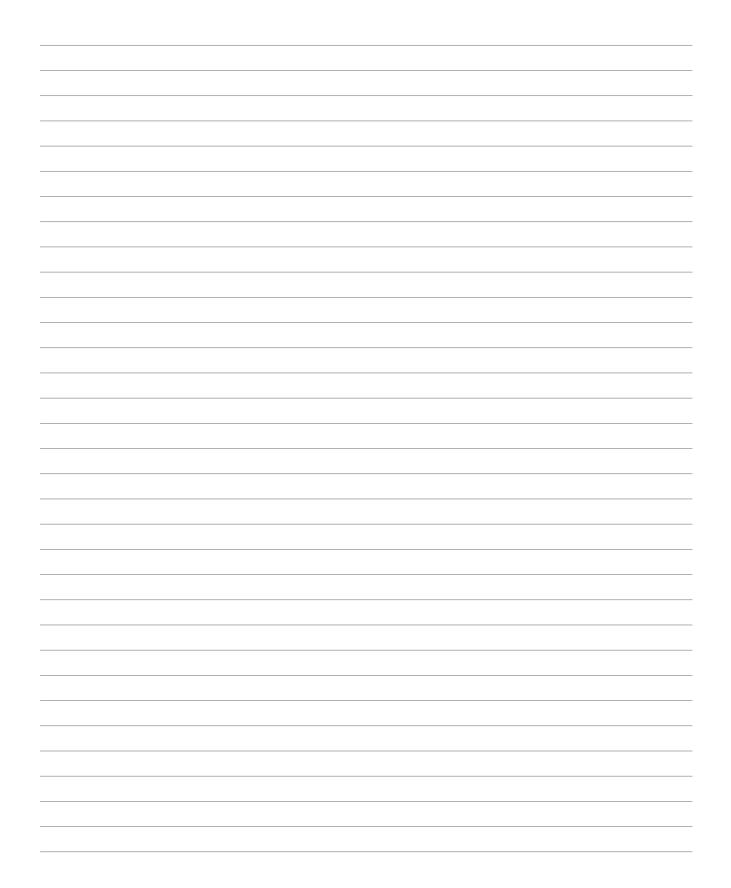
4. Old Business





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5. New Business





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6. Other Matters



7. Adjournment

Before adjourning the meeting make sure to record:

- Who attended the meeting
- When the meeting took place
- Where the meeting took place
- Who called the meeting
- Why the meeting occurred
- What decisions were made (If applicable, who voted on those decisions?)
- What actions were taken
- What was not discussed
- What was agreed to
- What was not agreed to
- What was left unresolved
- What was resolved
- What was deferred
- How long the meeting lasted
- What was accomplished
- What wasn't accomplished
- What needs to happen next
- What was decided

Enter time that meeting ende	ed:
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 Submitted by:
 Printed Name:

 Approved by:
 Printed Name:

