
Sample Meeting Minutes Format

[LEA]

[Name]

I. **Call to order**

Called to order the regular meeting on **[Date]** in **[location of meeting]**.

I. **Roll call**

Conducted a roll call. The following persons were present:

I. **Approval of minutes from last meeting**

Read the minutes from the last meeting. The minutes were approved as read.

I. **Open issues**

II. **New business**

III. **Adjournment**

Adjourned the meeting at **[Time]**.

Minutes submitted by:

Minutes approved by: