

LLC Meeting Minutes Template

1. Meeting Details

Meeting Chairman/Chairwoman:

Secretary:

Date:

Time:

Location:

Street Address:

City:

State:

Zip Code:

2. Roll Call

Present:

Absent:

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 ended:

Submitted by:

Printed Name:

Approved by:

Printed Name:
