AGENDA and MINUTES

*(Save this form to your computer or to the Mt. Olive Google Drive with the format* Year Month-Date name of board or committee*. For example:* 2018 2-7 Board of Directors*)*

*(This form may be used both to prepare the Agenda which should be prepared and given to all expected meeting participants at least 1 week in advance as well as to record the Minutes of your meeting.)*

*(Minutes are usually sent to all members of your board, committee, or group, as well as the President of the Congregation, the Pastor, and the Administrative Secretary. You do not need to record all of the discussion of your meeting, but please record a brief summary of decisions made and tasks assigned. Please be careful not to include confidential or sensitive information, as the Minutes are meant to be accessible to any member of the congregation who may ask to review them.)*

Board, Committee, or Group: ​ Click or tap here to enter text.

Who attended?: Click or tap here to enter text.

Location: ​ Click or tap here to enter text.

Date & Time:  Click or tap here to enter text.

Purpose of Meeting: ​ Click or tap here to enter text.

1. Word of God and Prayer to open the meeting: Click or tap here to enter text.
2. Review & Approval of minutes of Click or tap here to enter text. meeting: Who made the motion, who seconded, was the motion approved or not
3. Review and Approval of this Agenda Who made the motion, who seconded, was the motion approved or not
4. Review other Reports: Click or tap here to enter text.
5. To-do list Review (Done/Not Done) *(Insert to-do list from your last meeting minutes or use this table)*

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| --- | --- | --- | --- | --- | --- |
| **Task or Process Step** | **Who**  | **Communication: Who needs to know?**  | **D** | **N/D** | **Due Date** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |  |  |

1. Proposed Agenda Items and items added to the Agenda at the meeting.

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| --- | --- |
| **Priority** | **Agenda items** |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |

1. Prioritize the list above. *You may choose to prioritize just one or two items, and if time allows, add others.*
2. Add notes on discussions and decisions to the list above. Remember to record who makes and seconds motions and whether the motion is approved or denied.
3. To-do list (completed at meeting)

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| --- | --- | --- | --- |
| **Task or Process Step** | **Who**  | **Communication: Who needs to know?**  | **Due Date** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
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1. Wrap (completed at meeting)

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| **Feedback** | **Rating (1-10)** |
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11. Next meeting: Click here to enter text.

12. Close with the Lord’s Prayer or other prayer Click here to enter time of adjournment