
Sample Meeting Minutes Format

[LEA]

[Name]

I. **Call to order**

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

II. **Roll call**

Conducted a roll call. The following persons were present:

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

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

IV. **Open issues**

V. **New business**

VI. **Adjournment**

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

Minutes submitted by:

Minutes approved by: