

**(ORGANIZATIONS NAME)**

**MEETING MINUTES**

(Meeting type [officer, membership, etc.]

Date:

Meeting called to order at:

Meeting Place:

Attendees:

Items Discussed:

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Next meeting is scheduled for

Meeting adjourned at

**President's Printed Name & Signature**

**“This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.”**