Minutes Template Instructions

1. Click in gray areas and replace the default text with your own text.

2. For each “Agenda Item” area, use this space to record important points of the meeting. There is no need to take verbatim minutes. An overview of the major points is sufficient.

3. Be sure to record all votes taken, along with the specific votes of each member.

4. Depending on the type of meeting, you may need to adapt this template to suit your specific needs.

5. File one copy of your minutes in the binder that has been provided for this purpose.

6. Contact the FAU Student Government Judicial Branch or your advisor if you have any questions related to this template.