Thank you for downloading California DECA’s “Meeting Minutes Template.” Please use this template to record what happens during your chapter meetings. You can jot down feedback, comments, and ideas from the attendees below each agenda item. Remember to send the minutes of each meeting to all attendees, members, and officers within 48 hours of every meeting so that they know what surpassed during the meeting! Please note: text inside the {\_\_} should be replaced with the corresponding information!

**{Chapter Name} DECA CHAPTER MEETING MINUTES**

Date: {MM/DD/YYYY} Meeting Called by: {Name of student

Scheduled Start Time: {Scheduled start time} who called the meeting to order}

Actual Start Time: {Actual start time} Note taker: {Name of meeting scribe}

Location: {Location of meeting}

ATTENDEES:

{Names of all in attendance or attach a sign-in sheet}

AGENDA ITEM #1: {name of first agenda item. Refer to a meeting agenda to find agenda items}

Presenter: {who presented agenda item #1}

Comments/ Feedback:

Action Items:

AGENDA ITEM #2: {name of first agenda item. Refer to a meeting agenda to find agenda items}

Presenter: {who presented agenda item #2}

Comments/ Feedback:

Action Items:

AGENDA ITEM #3: {name of first agenda item. Refer to a meeting agenda to find agenda items}

Presenter: {who presented agenda item #3}

Comments/ Feedback:

Action Items:

AGENDA ITEM #4: {name of first agenda item. Refer to a meeting agenda to find agenda items}

Presenter: {who presented agenda item #4}

Comments/ Feedback:

Action Items:

AGENDA ITEM #5: {name of first agenda item. Refer to a meeting agenda to find agenda items}

Presenter: {who presented agenda item #5}

Comments/ Feedback:

Action Items:

**Minutes will be word-processed and sent out to all attendees by:** {name of officer or member that recorded minutes. Remember that this officer or member needs to release the typed minutes within 48 hours of the meeting}

**Next Meeting:** {MM/DD/YYYY}