**Friends of MSF \_\_\_\_\_ Meeting Minutes**

**Meeting Title**: [example: Executive Meeting]

**Date:**

**Agenda**

|  |  |
| --- | --- |
|  **Item #**  | **Topic & Time** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

**Minutes**

|  |  |
| --- | --- |
| Meeting called to order at [TIME & ZONE]. | Meeting Adjourned at [TIME & ZONE]. |

|  |  |
| --- | --- |
|  **Item #** | **Notes and Motions**  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

**Meeting deliverables**

1. Put deliverables here