

# Download Meeting Sign In Template

Description. This meeting sign in template lets you collect the name, organization, title, phone #, and email address of the people attending your meeting, seminar, workshop, etc. Great for recording meeting attendance. Use this form to keep track of the minutes of a meeting. Room for the names of up to ten attendees, as well as information on items discussed and decisions made. Free to download and print. The basic meeting minutes template clearly lists action items and deadlines. This template could be used in a business setting, or for a school, club or any organization with committee meetings.

**GENERAL MINUTES** Tuesday, January 14, 2014 2:00 p.m. I. Call to order A general meeting of the UTEP Staff Council was held in the Mike Loya Academic Services Building Room