

# Standardized Minutes and Agenda

## **Agenda:**

- I. Recitation of Dua'a
- II. Attendance
- III. Treasury report
- IV. Old business
- V. New Business
  - A. Project Updates
  - B. Committee Updates
  - C. New Proposals
  - D. Other Issues
- VII. Voting
- VIII. Next Meeting's Agenda
- IX. Adjournment with Dua'a.

## **Description:**

*Old Business:* Follow-up of items that were delegated from previous meetings

*New Business:* All new issues that include committee updates, project detail updates, proposal introduction and discussions and all other new issues.

*Voting:* Voting on issues is left until end of each meeting.

*Next Meeting's Agenda:* Brief discussion on issues that will be brought up at next meeting, or tabled issues.

## **Minutes:**

Meeting Start:

Members Present:

Members excused:

Members absent:

Meeting Moderator:

Minute taker:

Agenda: All agenda items are to be listed and described in detail as discussed in the meeting.

Important details:

- All motions are recorded
- All votes are recorded
- All items tabled for next meeting are listed
- Individual names are to be attributed to ideas, comments, proposals, motions, etc., made
- Adjournment time recorded

- Time of late attendees recorded
- Task list must be provided at end of minutes for quick and easy follow up