**MINUTES FOR [MSA NAME] WORKING GROUP**

Minutes of the [MSA] Working Group [REGULAR] or [VIRTUAL] Meeting held [DATE] at [LOCATION OR TIME IF VIRTUAL].

**PRESENT:**

[NAMES OF COMMITTEE MEMBERS]

**GUESTS:**

[NAMES OF GUESTS]

**SECRETARY:**

[NAME]

**OPENING**

Call to Order. Chair [NAME] called the meeting to order at [TIME] and declared the meeting to be duly called and regularly constituted.

**MEETING PROCEDURES**

**1. Approval of Agenda**

*Distributed material: Draft Agenda [NAME OF MSA] Working Group Meeting scheduled [DATE]*

[any applicable text]

**It was MOVED and SECONDED**

That the agenda for the [NAME OF MSA] Working Group of meeting scheduled for [DATE] be adopted as circulated [OR WITH AMENDMENT TO...]

**CARRIED**

**2. Opening Remarks**

**2.1 Chair**

Chair [NAME]........

**3. Unanimous Consent Agenda**

**3.1 Working Group Meeting Minutes of [DATE]**

**3.2 Action Item List of Working Group Meeting [DATE]**

*Distributed material:*

*Draft Minutes of the [NAME OF MSA] Working Group [REGULAR] or [VIRTUAL] Meeting held [DATE], Status of Outstanding Action Items [OTHER ITEMS]*

**It was MOVED and SECONDED**

That the [NAME OF MSA] Working Group adopt the consent agenda, approving the meeting minutes as presented receiving the reports for information.

**CARRIED**



**4. Business Arising from Previous Minutes**

* **[Agenda item name]**

Chair [NAME]........

**5. Other Business**

Chair [NAME]........

**6. Next Meeting date**

The next meeting date is scheduled for [DATE]

**7. Conclusion**

The [NAME OF MSA] Working Group [REGULAR] or [VIRTUAL] Meeting held [DATE] concluded at [TIME].

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This is a true and correct copy of the [REGULAR] or [VIRTUAL] Meeting of the [NAME OF MSA] Working Group held [DATE OF MEETING] as approved by the Working Group on [DATE OF MEETING]and incorporates all corrections made at the time of adoption.



Chair, [NAME]