Microsoft Meeting Minutes

<https://templates.office.com/en-us/Meeting-minutes-TM00002017>

I think this template would be extremely helpful. The format it uses of listing the topics that need to be discussed at the top and then the action items at the bottom is excellent. It would be an outstanding tool for organizing your thoughts.

Microsoft Classic Meeting Minutes

<https://templates.office.com/en-us/Classic-meeting-minutes-TM00002074>

This template looks a little too formal for our purposes. It starts off with a call to order. There aren’t that many people in our group, I don’t think we would necessarily need something like that. It also includes sections titled “Motion” & “Adjournment.” This template might be very useful for large groups or for associations a little more serious in nature. I don’t expect to hear anyone say that our meetings are adjourned.