**Name of Department**

**Date, Time**

**Location, Gustavus Adolphus College**

Name of Department Meeting Minutes

**Present:** Names of all attendees

**Absent:** Names of absent individuals

**Guests:** Names of all guests invited, if any

# Call to Order

Name called the meeting to order at XX:XX p.m.

# Approval of the Agenda

The agenda was approved as distributed. OR The agenda was approved with changes to XXX.

# Approval of Minutes

The minutes of the date Name of Department meeting were approved as distributed. (OR approved with revisions, describing the changes made.)

# Reports

# Unfinished Business

# New Business

# Good of the Order

1. The next Name of Department meeting will be convened on **date at time in location**.

# Adjournment

Name adjourned the meeting at XX:XX p.m.