

# Minutes of the MOBIUS [Group name] Meeting

Meeting [Date, time, place of meeting]

Members Present

List members present with name of institution in a bulleted list.

Members Absent

List members absent with name of institution in a bulleted list.

Guests or Proxies Present

List of guests or proxies present and name of institution in a bulleted list.

Meeting Minutes

1. Call to order and introductions
2. Adoption of the agenda
3. Approval of minutes
4. Information Items
5. Unfinished Business

[Show different agenda topics with bullets or dashes]

1. New Business

[Show different agenda topics with bullets or dashes]

1. Adjourn Meeting
2. [Name of person submitting minutes, if not noted as secretary in list of members]

Guidelines

• Provide brief highlights of discussions. Minutes are not a transcript of the meeting.

• Provide names of the persons making and seconding motions.

• Be careful about using abbreviations or acronyms without providing the full name of the entity as some persons may not know what the abbreviation or acronym stands for.