# **Business Meeting Minutes Example**

Business Meeting Minutes for [Discussion subject / Collaboration between parts]

**Date and Time**: September 15th, 2023

**Location**: Conference Hall

**Attendance**: Business Group (members) and Organization (members)

**Notetaker**: Maria Johnson, assistant manager for Organization

**Meeting objective**: Discussing the collaboration between parts of the project/product

**Agenda**: Collaboration protocol, new business proposal, budget, timeline

**Key items discussed**:

* Talking point #1
* Talking point #2
* Talking point #3

**Decisions**:

* The six-month collaboration contract is approved
* The Organization will have the leading role in Marketing and Advertising
* The Business Group will designate an expert to work with the Organization on-site during the project

**Task planning**

* Create a business plan and contract for approval (Organization)
* Discuss budget options and timeline with the board director (Business Group)
* Discuss legal terms with Legal Department (Organization and Business Group)

**Next steps**: Meet in two weeks to discuss the progress and results.