

PHILIPPINE BASKETBALL ASSOC INC.

MEETING MINUTESE

MEETING NAME/PURPOSE: _____

Date: _____ Time: _____

Location: _____

IN ATTENDANCE: Board members, Directors

Names

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

IN ATTENDANCE: Guests (coaches, volunteers)

Names

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ORDER OF BUSINESS

Unfinished Business:

- | | |
|----------|--|
| 1. _____ | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. _____ | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. _____ | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. _____ | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. _____ | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. _____ | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |

New Business:

- | | |
|----------|-----------------|
| 1. _____ | Followup: _____ |
| 2. _____ | Followup: _____ |
| 3. _____ | Followup: _____ |
| 4. _____ | Followup: _____ |
| 5. _____ | Followup: _____ |

CLOSING

Comments: _____

Meeting end time: _____ Next meeting: _____

Minute taker – Print name

Minute taker - *Signature*

Board member/Director – Print name

Board member/Director – *Signature*