

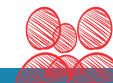


OPERATIONAL DAILY MEETING MINUTES

Now that your coop working project is getting more and more concrete, it is time to start planning your next coop assemblies! This tool will help you to put ideas in order, to share problems and solutions and to take decisions in a cooperative and participative way.

The Members' Assembly is a sovereign body taking part in the fundamental deliberations essential for the cooperative life. All members are part of it, in accordance with the Statute provisions. The Members' Assembly approves the social and economic balance, elects the social offices and plans the social activity.

However, there is also a simpler and more operative assembly, that can occur more often and informally in comparison to the General Assembly: the Operational Daily Meeting.



STEP 4 OPERATIONAL DAILY MEETING MINUTES



Hereby, the Operational Daily Meeting Minutes of the COOPERATIVE....., on the day, at (time), in order to discuss the following order of the day :

- 1)
- 2)
- 3)
- 4)

**All the members shall present and deal with the different topics part of the order of the day.
After the discussion on the different issues of the agenda, the following deliberations are taken :**

- 1)
- 2)
- 3)
- 4)

**At the end of the dissertation about the order of the day issues, the member
declare the Operational Daily meeting closed at (time).**

Members here present (signatures) :



Annexe 1

Attendance Sheet of Members participating in the Operational Daily Meeting the day:

NAME - SURNAME	SIGNATURE