

# Committee Meeting Minutes

*Date*

## Attendees

- Committee member 1
- Committee member 2
- Committee member 3
- Committee member 4

*Minutes compiled by [insert your name here].*

## Minutes

### Follow up

- *Put any follow up from the previous meeting here.*

### New developments

- *Summarize the “summary paragraph” you sent out prior to the meeting in a few bullets to discuss.*

### Defense timeline

- *Summarize your defense timeline based on the new updates.*

### Next steps

- *Write out specific action items discussed in the meeting.*

We discussed the following next steps.

- ☐ Action item 1
- ☐ Action item 2
- ☐ Action item 3
- ☐ Action item 4

### Next meeting

We will have another committee meeting in three months. Please [click here to let me know your availability](#), so we can schedule this.