|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Name:** | Enter name | | |
| **Date of Meeting:** | Enter date | **Location:** | Enter location |
| **Minutes Prepared By:** | Enter name | **Appendices:** |  |

|  |
| --- |
| 1. Purpose of Meeting |
| Enter purpose here |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting | | | |
| **Name** |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| 3. Meeting Agenda |
| **Agenda:** |
|  |
| 4. Meeting Notes, Decisions, Issues |
| Add important details here. |
|  |

|  |  |  |
| --- | --- | --- |
| 5. Action Items | | |
| **Action** |  | **Due Date** |
| Action items go here |  | Enter date |
|  |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** | | Enter date |  | Enter time |  | Enter location |
| **Agenda:** |  | | | | | |