

# 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

**Signed off and approved by [committee members’ names] via email.**

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**Next committee meeting is scheduled for xx**

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