

Meeting Title

Committee Meeting

Date: today

Time: 2:00 PM - 3:00 PM

Location: ENR2 Room 123 / Zoom

Chair: Chair Name

Note Taker: Note Taker Name

Zoom: [Join Meeting](#)

Attendees

Name	Role
Person One	Chair
Person Two	Member
Person Three	Member
Person Four	Guest

Agenda

#	Topic	Duration	Presenter	Notes
1	Call to Order & Approval of Minutes	5 min	Chair	
2	Old Business	15 min	Various	Follow up on action items from last meeting
3	New Business Item 1	20 min	Person Two	Description of the topic to be discussed
4	New Business Item 2	15 min	Person Three	
5	Open Discussion	10 min	All	
6	Action Items & Adjournment	5 min	Chair	

Minutes

Notes from the meeting:

Item 1: [Topic]

- Discussion point
- Discussion point
- **Decision:** [What was decided]

Item 2: [Topic]

- Discussion point
- Discussion point

Action Items

Action	Assignee	Due Date	Status
Action item description	Person	Date	<input type="checkbox"/> Pending
Action item description	Person	Date	<input type="checkbox"/> Pending
Action item description	Person	Date	<input type="checkbox"/> Pending

Next Meeting

Date: [Next meeting date] **Time:** [Time] **Location:** [Location]

Minutes prepared by Note Taker Name on today