|  |  |  |
| --- | --- | --- |
|  |  |  |

Minutes for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee

Date and Time:

Location:

Presiding:

Present:

Absent:

Guests:

Minutes Prepared By:

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order |  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Acceptance of Agenda |  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of Minutes |  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
|  |  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
|  |  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
|  |  |  |