

Name of Committee

Date of Meeting

Agenda

1. Item 1

2. Item 2

3. Item 3

4. Other Business

Holding Area

Item 5

Committee Name

Date of Meeting

Minutes

Present: names of all present (e.g., Jane, John, Jeremy*, Julio, Jean-Luc*)

Absent: names of all absent *denotes non-voting member

Agenda Item	Discussion	Action/followup
1. Item 1	Pertinent information from discussion	Action steps or followup and by who
2. Item 2	Pertinent information from discussion	Action steps or followup and by who
3. Item 3	Pertinent information from discussion	Action steps or followup and by who
4. Item 4	Pertinent information from discussion	Action steps or followup and by who

Holding Area		
Item 5	Pertinent information from discussion	Action steps or followup and by who

Next meeting: date and time

Respectfully submitted / my initials