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| **Agenda/Minutes Template** | | | **Day, Date**  **Meeting Place**  **Time – (*Start to Finish)*** |
| **Type of Meeting**: *(Regular or Special)*  **Note Taker**: *(Name)*  **Please Review/Bring**: (*example: Agenda, Minutes and Supporting Documents)* | | | |
| **Committee Members:**  *List Members by Name and Title* | | | |
| Items | Person | Action | |
| 1. Approval of Previous Minutes of (Date). | All | *The minutes were approved . . . or the minutes were approved with the amendment of . . .* | |
| 1. Title of Item | *Who led the discussion* | **Issues Discussed:**  *Please provide a short summary – not a transcript*  **Action Taken:**  *Information only…..Approved (with vote)….. Approved (votes) with the following changes….. Tabled, pending…… Not Approved (vote)*  **Follow Up Items:**  *Who is going to take what action by when* | |
| 1. Title of Item | *Who led the discussion* | **Issues Discussed:**  **Action Taken:**  **Follow Up Items:** | |
| **NEXT MEETING DATE:** (Date) |  |  | |