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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) |  |   |