**[Add Committee Name]**

**[Add Committee Mission/Charge Here]**

**MEETING MINUTES**

**Meeting Information**

Date:

Time:

Location:

**Meeting Attendees:**

Members present:

Members absent:

**Meeting Minutes**

|  |
| --- |
| **Agenda Items and Important Discussion Points and Decisions Made** |
| 1. Agenda item
* Goal:
* Key Discussion Points:
* Action Step(s):

Owner(s):Deadline: |
| 1. Agenda item
* Goal:
* Key Discussion Points:
* Action Step(s):

Owner(s):Deadline: |
| 1. Agenda item
* Goal:
* Key Discussion Points:
* Action Step(s):

Owner(s):Deadline: |
| 1. Agenda item
* Goal:
* Key Discussion Points:
* Action Step(s):

Owner(s):Deadline: |
| Other business? |

**Next Meeting**

Date:

Time:

Location: