

(Name of Committee)

Minutes for (Date, Month Date, Year)

(00:00am-00:00pm)

(Location-do not use acronyms)

Meeting Participants

Committee Members Present

(List members in any order used by the Committee) [Normal Text Style]

Committee Members Not Present

(List members in any order used by the Committee) [Normal Text Style]

Guest(s) [optional]

(List members in any order used by the Committee) [Use Members List Text Style]

Recorder

(Name) [Normal Text Style]

# Call to Order

* (Time 00:00 am) [Bullet List Style]

## Reports/ Comments [optional]

(Add details) [Normal Text Style]

# Action Items

## Approval of Agenda

* MSC (last name/ last name) [Add details using Bullet List Style]

### Conclusion [optional]

* Approved with corrections, 0 Abstentions [Bullet List Style]

| Corrections | Task of | Due by |
| --- | --- | --- |
| None | None | None |

## Approval of (date) Minutes

* MSC (last name/last name) [ Bullet List Style]

### Conclusion (optional)

* Approved with corrections, 0 Abstentions [Bullet List Style]

| Corrections | Task of | Due by |
| --- | --- | --- |
| None | None | None |

## (Action Item)

(Add details) [Normal Text Style] or

* (Add details) [Bullet list Style]

### Conclusion (optional)

* (Add details) [Bullet list Style]

| Follow-up Items | Task of | Due by |
| --- | --- | --- |
| None | None | None |

# Discussion Item

## (Discussion Item)

(Add details) [Normal text Style] or

* (Add details) [Bullet list Style]

###### (Discussion Sub-Item)

(Add details) [Sub-Item text Style]

### Conclusion (optional)

* (Add details) [Bullet List Style]

| Follow-up Items | Task of | Due by |
| --- | --- | --- |
| None | None | None |

# Information Items

## (Information Item)

(Add details) [Normal Text Style] or

* (Add details) [Bullet List Style]

###### (Information Sub-Item)

(Add details) [Sub-Item text Style]

### Conclusion (optional)

* (Add details) [Bullet List Style]

| Follow-up Items | Task of | Due by |
| --- | --- | --- |
| None | None | None |

# Good of the Order

* (Add details) [Item Bullet List]

# Future Agenda Topics (optional)

* (Add details) [Item Bullet List]

# Adjournment

* (Time 00:00 pm) [Item Bullet List]

Next Meeting (optional)

Date: [Normal Text Style]