[COMMITTEE NAME] MEETING MINUTES

[Date]

[Meeting time and location

Committee Members Present

[names]

Guests

[names]

Committee Chairs

[names]

Preliminaries (time allotted for this section of the meeting)

1. Call to Order
2. Welcome/Introductions
3. Approval of minutes
4. Announcements
5. Regular updates from other committees

Decision Items (time allotment)

[item description and presenter]

Information Items (time allotment)

[item descriptions and presenter].

Discussion Items (time allottment)

[item descriptions and presenter].

New Items (time allottment)

Upcoming Meetings (time allotment)

[dates and times and any other important notes]

Future Agenda Items

[items for discussion in future meetings]

[INCLUDE COMMITTEE CHARGE]