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| --- | --- |
|  | **Insert *Name of Committee/Council* Minutes** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | 00/00/20xx | Start Time | 0:00 AM/PM | Adjournment Time | 0:00 AM/PM | Location | Building & room # |

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Meeting | [ ]  Regular |  | [x]  Special |

|  |  |
| --- | --- |
| **Chair** | Chair Name Here |
| **SECRETARY** | Secretary Name Here (or other individual recording the minutes)  |
| **Attendees** | Attendees Names Here |
| **absent (excused)** | Absentees Names Here |
|  |
| Agenda |
| **General Announcements** |  |
| Approval of minutes from prior meeting?Next meeting is scheduled for Month 00, 20XX @ 0:00 PM at a place to be announced. |
|  |
| **Discussion Topics** |  |
| Discussion info here |
| **Conclusions** |  |
| Conclusions Here |
| **Action items** | **Person responsible** | **Deadline** |
| Action Items Here | Responsible Person Name | Deadline Here |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by committee/council chair | [x]  Yes | on  | 3/31/2015 |