|  |  |
| --- | --- |
|  | **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 |  | 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 | Yes | on | 3/31/2015 |