

Committee Meeting Minutes

Committee Name: _____

Location: _____

Meeting Title: _____

Chair: _____

Date: _____

Secretary: _____

Time: _____

Quorum Present: ☐ Yes ☐ No

MEMBERS PRESENT

MEMBERS ABSENT

GUESTS

APPROVAL OF PREVIOUS MINUTES

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REPORTS

--

OLD BUSINESS

--

NEW BUSINESS

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MOTIONS

--

VOTES

--

ANNOUNCEMENTS

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ACTION ITEMS

Action	Responsible Member	Due Date	Status

Adjournment Time: _____

Next Meeting: _____