

Committee Meeting Minutes

Committee Name: _____ Location: _____

Meeting Title: _____ Chair: _____

Date: _____ Secretary: _____

Time: _____



MEMBERS PRESENT



MEMBERS ABSENT



GUESTS



QUORUM:

☐ Yes

☐ No

Quorum Met: _____



APPROVAL OF PREVIOUS MINUTES

Date of Previous Minutes: _____

Motion to Approve: _____

Approved: ☐ Yes ☐ No ☐ As Amended

Notes: _____



REPORTS



OLD BUSINESS



NEW BUSINESS



MOTIONS



VOTES



ANNOUNCEMENTS



ACTION ITEMS

Action	Responsible Member	Due Date	Status		
			☐ Not Started	☐ In Progress	☐ Completed
			☐ Not Started	☐ In Progress	☐ Completed
			☐ Not Started	☐ In Progress	☐ Completed
			☐ Not Started	☐ In Progress	☐ Completed
			☐ Not Started	☐ In Progress	☐ Completed



ADJOURNMENT TIME: _____



NEXT MEETING: _____