**[Add Committee Name]**

**[Add Committee Mission/Charge Here]**

**MEETING MINUTES**

**Meeting Information**

Date:

Time:

Location:

Members present:

Members absent:

**Meeting Objective(s)**

**Meeting Minutes**

|  |
| --- |
| **Agenda Items and Important Discussion Points and Decisions Made** |
| 1. Agenda item  * Goal: * Key Discussion Points: * Action Step(s):   Owner(s):  Deadline: |
| 1. Agenda item  * Goal: * Key Discussion Points: * Action Step(s):   Owner(s):  Deadline: |
| 1. Agenda item  * Goal: * Key Discussion Points: * Action Step(s):   Owner(s):  Deadline: |
| 1. Agenda item  * Goal: * Key Discussion Points: * Action Step(s):   Owner(s):  Deadline: |
| Other business? |

**Next Meeting**

Date:

Time:

Location: