**[COMMITTEE NAME]**

**MEETING MINUTES**

**[DATE]**

**[LOCATION]**

**MEMBERS (presence denoted by check):** Member names added with check box in front of their name

Victor Viking

Victoria Viking

Vick Viking

Vee Viking

Vicki Viking

A. Viking

T. Viking

**EX-OFICIO MEMBERS:**

**GUESTS:**

|  |  |
| --- | --- |
| **Agenda IteM** | **Discussions/Outcomes** |
| **Call to Order** | **Time:** |
| **Approval of Minutes** | **Motion:** Who (approve, approved with corrections, denied) **Seconded:** Who  **Vote:** include number of Abstentions and Nays if applicable |
| **Topic**  (Short description of topic – if possible, same as listed on the Agenda. If a topic is not on the agenda, create new short description.) | DO NOT transcribe, covers main points only. Names do not need to be included in this area. During the meeting the topic may arise at various times, place all like discussion together.  **ACTION:**   1. (each action in the minutes has a separate number) |
| **Informational:**  **Sub-Committee Reports** | Bullet points from each sub-committee noting the work accomplished since the last full committee meeting. |
| **Adjournment** | **Motion:** Who (approve, approved with corrections, denied) **Seconded:** Who  **Time:** |
| **Additional Documents** | Attached documented reviewed during this meeting:   1. Title 2. …. |

Respectfully submitted,

[NAME]

[TITLE]