Committee Template: Minutes

Committee Name

Minutes of Meeting Date
Circulated: DATE
Approved: DATE

Present:

Absent:

Time: Call to Order, Approval of Agenda and Minutes

The agenda was/was not approved. The minutes for the DATE Committee Name meeting were approved.

Time: Summary of announcements

Time: Summary Topic 1

Time: Summary Topic 2

Time: Summary Topic 3

Time: Adjournment

Respectfully submitted

 Name