**Committee/Group Meeting Minutes**

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| Committee/Group/Division/Dept. Name:  |
| Place: | Date: | Time: |
| Committee/Group Website Link (if applicable): |

**In Attendance**

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| **Name** | **Representing (dept./div./office)** | **A** | **P** |
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**Guests in Attendance**

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| **Name** | **Representing (dept./div./office)** |
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**Order of Agenda**

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| --- | --- |
| Topic: | Topic Lead: |
| Discussion/Key Points Made/Data Presented:  |
| Motions/Approved/Unapproved: |
| Decisions/Action Items/Outcomes/Timelines: |

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| --- | --- |
| Topic: | Topic Lead: |
| Discussion/Key Points Made/Data Presented:  |
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| Topic: | Topic Lead: |
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| Topic: | Topic Lead: |
| Discussion/Key Points Made/Data Presented:  |
| Motions/Approved/Unapproved: |
| Decisions/Action Items/Outcomes/Timelines: |

**Future Agenda Items/New Business:**

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| **Topic** | **Lead** | **Proposed Date** |
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**Next Meeting(s):**

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**Please attach additional documentation to Meeting Minutes, if appropriate. These could include handouts, spreadsheets, presentations, data sheets.**