**Committee/Group Meeting Minutes**

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

**In Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Representing (dept./div./office)** | **A** | **P** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Guests in Attendance**

|  |  |
| --- | --- |
| **Name** | **Representing (dept./div./office)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Order of Agenda**

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

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

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

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

**Future Agenda Items/New Business:**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Lead** | **Proposed Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Next Meeting(s):**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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