| Date | Committee Name |
| --- | --- |
| **People Present:** |
| **Start Time**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Time**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location:** |
| **Accept Notes from Prior meeting** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Agenda (Purpose of the meeting)** |
| **Meeting Discussion:** |
| **Actions taken/ decided** (Include person responsible, and timeline. Who does what. When will it be done? |
| **Date of Next Meeting:** |
| **Summary of meeting** for Board distribution and member communication: |
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