**Committee Meeting Minutes Template**

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Attendees:**

* **Present:** [List of Committee Members Present]
* **Absent:** [List of Absent Committee Members]
* **Guests:** [List of Invited Guests, if any]

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|  | **AGENDA ITEM** | **DETAILS** |  |
|  | **Call to Order** | The meeting was called to order at [Time] by [Chairperson's Name]. |  |
|  | **Approval of Agenda** | Motion to approve the agenda:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result] |  |
|  | **Approval of Previous Minutes** | Motion to approve the minutes of [Previous Meeting Date]:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result] |  |
|  | **Committee Reports** | Report 1: [Summary of report]  Report 2: [Summary of report]  Report 3: [Summary of report] (Include summaries of all reports presented) |  |
|  | **Old Business** | Topic 1: [Summary of discussion and decisions/actions]  Topic 2: [Summary of discussion and decisions/actions] (Include all old business items discussed) |  |
|  | **New Business** | Topic 1: [Summary of discussion and decisions/actions]  Topic 2: [Summary of discussion and decisions/actions] (Include all new business items discussed) |  |
|  | **Discussion Points** | Discussion Point 1: [Summary of discussion]  Discussion Point 2: [Summary of discussion]  (Include all major discussion points) |  |
|  | **Action Items** | Action Item 1: [Description]  Responsibility: [Responsible Person]  Deadline: [Due Date] (List all action items, responsible persons, and deadlines) |  |
|  | **Announcements** | [Any important announcements made during the meeting] |  |
|  | **Next Meeting** | Date: [Date of Next Meeting]  Time: [Time of Next Meeting]  Location: [Location of Next Meeting] |  |
|  | **Adjournment** | Motion to adjourn the meeting:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result]  Meeting adjourned at [Time] |  |