# Proposed Format for Committee Minutes

Committee Name:

Date/Time of Meeting:

Location of Meeting:

Members Present: (list all members that attended meeting)

Members Absent: (list members that did not attend the meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

Reading and Approval of Minutes: (specify date of minutes being approved)

Agenda Item #1:

Discussion: (summarize the discussion at the meeting)

Motion: (list maker, seconder, text of motion, pass/fail)

Action: (list any action/referral to be taken by whom and by when)

Agenda Item #2:

Discussion: (summarize the discussion at the meeting)

Action: (list any action/referral to be taken by whom and by when)

Agenda Item #3:

Discussion: (summarize the discussion at the meeting)

Action: (list any action/referral to be taken by whom and by when)

Announcements: (list any announcements made)

Future Agenda Items: (list any suggested agenda items that are to be tabled for the next meeting)

Next Meeting: (list Date/Time/Location of the next meeting)

Minutes Prepared By: (minutes of meetings should be written up and emailed to all members for review within one week of the meeting and sent to the Committee on Committees. Copies may also be provided at the next committee meeting.)