



Add: NAME OF COMMITTEE

Meeting Minutes

Add: Date

**Attendance:** (Those present are **bolded**, those that were not present are not bolded)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check In / Approve Minutes & Agenda <b>(ACTION)-</b>			
II.			
III.			
IV.			
V.			
VI. <b>Next meeting</b>		<b>Agenda Items</b> ○	<b>Parking Lot</b> ■