Committee name:

Date and time of this meeting:

Function of committee:

Committee Chair:

Meeting Location/Platform:

Members Present:

Guests Present:

Members not Present:

Date of last meeting:

Date of next meeting:

Reports on Action Items:

Unfinished business:

Motions:

New Business:

Announcements:

Adjournment time:

[Name the file with the committee name, “minutes” and meeting date. i.e., Governance minutes 2-1-2021.docx]