

Meeting Minutes Outline

Committee Name: *[Enter Committee Name]*
Date: *[MM/DD/YYYY]*
Time: *[Start-End Time]*
Location: *[Enter Location]*
Recorder: *[Name of Minute Taker]*

1. Attendance

- *List Members Present*
- *List Members Absent*
- *Guests/Observers (if any)*

2. Call to Order

[Include time meeting was called to order by Chair]

3. Approval of Agenda

[Note if agenda was approved or changed]

4. Approval of Previous Minutes

[State if minutes were approved or corrections required]

5. Reports

- *Chair's Report*
- *Other Officer Reports*
- *Subcommittee Reports*

6. Unfinished Business

- *Followup on action items from previous meeting*
- *Ongoing discussion topics*

7. New Business

- *New topics brought to the committee*
- *Proposals and motions (if any)*

8. Announcements

[Upcoming events, next meeting date/time, items of note]

9. Adjournment

[Record time meeting adjourned]

Action Items:

- *[Description, Responsible Person, Due Date]*

Next Meeting:

[Date, Time, Location]