| **Date of Meeting** |  |
| --- | --- |
| **Minutes Prepared By** |  |
| **Meeting Location** |  |

|  |
| --- |
| Attendance at Meeting: |
|  |
| Unable to Attend |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Agenda | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Supporting Documents | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Meeting Notes, Decisions, Issues | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Votes** | | | | | | | | | | | |
| ***Item*** | | | | ***Motion*** | ***Second*** | | | ***Discussion*** | | | ***Carry/Deny*** |
|  | | | |  |  | | |  | | |  |
|  | | | |  |  | | |  | | |  |
|  | | | |  |  | | |  | | |  |
| **Tasks** | | | | | | | | | | | |
| ***Action*** | | | | | | ***Due Date*** | | | | ***Responsible*** | ***Status*** |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
|  | | | | | |  | | | |  |  |
| Next Meeting | | | | | | | | | | | |
| ***Date:*** |  | ***Time:*** |  | | | | ***Location:*** | |  | | |