| **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*** |
|  |  |  |  |
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|  |  |  |  |
| Next Meeting |
| ***Date:***  |  | ***Time:***  |  | ***Location:***  |  |