**Committee Name Meeting**

Delete these boxes when you no longer need the instructions

Update title and header with committee name, update title with meeting date/time

**Date | Time**

# Locations for in-person attendance

|  |  |  |
| --- | --- | --- |
| **City** | **Building** | **Room** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Add locations where people can join in person |  |

# Options for remote attendance

|  |  |
| --- | --- |
| **Method** | **Instructions** |
| Desktop videoconference | Go to <https://meet.vc.ubc.ca> and enter 5 DIGIT ID  See the [web browser user guide](https://mednet.med.ubc.ca/ServicesAndResources/IT/ConferencingCollaboration/Pages/Web-Browser.aspx) (*recommend Chrome web browser, wired internet connection, headset with earphones and microphone, and a web camera*) |
| Telephone | Call 1-844-521-0666 and enter 5 DIGIT ID#  Update with the 5 digit ID associated with your VC booking |

# Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Item** | **Purpose** | **Attachment** | **Lead** |
| 4:00 | 1. Introductions (if needed) | Information | 1 |  |
| 4:05 | 1. Call to order and review of agenda | Information | 1 |  |
| 4:07 | 1. Previous meeting minutes | Approval | 1 |  |
| 4:10 | 1. Business arising from the previous meeting minutes   Purpose column: indicate whether the item is for information, approval, or discussion  Attachment column: indicate whether there is an attachment associated with the agenda item  Lead column: indicate who will speak to the agenda item | Discussion | -- |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 5:15 | 1. Any other business | Discussion | -- |  |

# Attachments

* 1.0 – Agenda
* 2.0 – Previous meeting minutes

List the attachments and number them according to the agenda item number to which they correspond

* 4.0 – …

# Next meeting

* Date, Time

**FOR COMMITTEE CHAIR AND SUPPORT, IF NEEDED**

# Voting membership (quorum = ##)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role on Committee** | **In attendance?** | **Location** |
|  |  | Use these tables to track membership and attendance, if needed.  In some cases, it may be preferable to put these membership tables at the top of the document.  The version with this would only be for the chair and support, not for general membership |  |
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# Non-voting membership

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role on Committee** | **In attendance?** | **Location** |
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