**Committee Name Meeting Minutes**

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

Delete these boxes when you no longer need the instructions

**Date | Time**

# Meeting Locations

Add meeting locations

* List of meeting locations

# Voting Members in Attendance

* List of last names and first initials

List committee members and indicate whether each is voting or non-voting and whether they were in attendance

# Non-voting Members in Attendance

* List of last names and first initials

# Guests in Attendance

* List of last names and first initials, if any

# Members Not in Attendance

* List of last names and first initials

**Meeting called to order at time**

List the agenda items, summarize the discussion under each item

Note any action items

Capture any motions (formal decisions) along with the mover’s name and the seconder’s name and the end result of the vote

# Meeting Minutes

## Agenda Item 1 (Style: Heading 2)

* Summarize discussion points
* …
* **ACTION**: Note any action items…

## Agenda Item 2

* Summarize discussion points…

|  |  |
| --- | --- |
| **MOTION**: | Write out motion here, word for word… |
| **MOVER**: | Name of person who moved the motion | **SECONDER**: | Name of the person who seconded the motion | **RESULT**: | Carried or failed |

**Meeting adjourned at time**

**Next meeting: date, time**