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| --- | --- | --- | --- | --- | --- |
| MEETING TITLE: | | | | | |
| DATE: | | **TIME:** | | **LOCATION:** | |
| Chairperson: |  | | | | |
| Secretary: |  | | | | |
| Called at: |  | | | | |
| In Attendance: |  | | | | |
| Absent: |  | | | | |
| Total Attendees/Quorum |  | | | | |
| TOPIC/REPORT TITLE: | | | | | |
|  | **Presenter:** | | | | |
| Discussion |  | | | | |
|  | | | | | |
|  | | | | | |
| Conclusions |  | | | | |
| ITEMS/ACTIONS VOTED UPON:  VOTE:  PASS/FAIL: | | | | | |
|  | | | | | |
| Action Items/ “To Dos” | | | **Person Responsible** | | **Deadline** |
|  | | |  | |  |
|  | | |  | |  |
| TOPIC/REPORT TITLE: | | | | | |
|  | **Presenter:** | | | | |
| Discussion |  | | | | |
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|  | | | | | |
| Conclusions |  | | | | |
| ITEMS/ACTIONS VOTED UPON:  VOTE:  PASS/FAIL: | | | | | |
|  | | | | | |
| Action Items/ “To Dos” | | | **Person Responsible** | | **Deadline** |
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|  | | |  | |  |
| Topic/Report Title: | | | | | |
|  | **Presenter:** | | | | |
| Discussion |  | | | | |
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|  | | | | | |
| Conclusions |  | | | | |
| ITEMS/ACTIONS VOTED UPON:  VOTE:  PASS/FAIL: | | | | | |
|  | | | | | |
| Action Items/ “To Dos” | | | **Person Responsible** | | **Deadline** |
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|  | | |  | |  |

**NEXT MEETING DATE:**

**Adjourned by:**

**Adjournment Time:**