|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Committee Meeting Minutes | | | | | |
| 1. Meeting DETAILS | | | | | |
| Name: | |  | | **Date:** |  |
| **Place:** | |  | | **Prepared by:** |  |
|  | | **Participants** | **Department** | |  |
| 1 | |  |  | |  |
| 2 | |  |  | |  |
| 3 | |  |  | |  |
| 4 | |  |  | |  |
|  | | **Distribution List** | **Department** | |  |
| 1 | |  |  | |  |
| 2 | |  |  | |  |
| 3 | |  |  | |  |
| 4 | |  |  | |  |
|  | **MEETING OBJECTIVES:** | | | | |
|  |  | | | | |
|  | **AGENDA:** | | | | |
|  |  | | | | |

Indicator Field: **D**–Decision, **INFO**, **A**-Action, **C**-Comment, **R**-Recommendation

| 2. Notes | |  | | | |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Indicator** | | **Descriptions** | **Targeted Completion Date (Duration)** | **Action Owner** |
|  |  | | **MEETING ACTIVITIES:** |  |  |
| **1** |  | |  |  |  |
| **2** |  | |  |  |  |
| **3** |  | |  |  |  |