|  |
| --- |
| 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** |  | *
 |  |  |