

<b>Committee Meeting Minutes</b>			
<b>1. Meeting DETAILS</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Place:</b>		<b>Prepared by:</b>	
	<b>Participants</b>	<b>Department</b>	
1			
2			
3			
4			
	<b>Distribution List</b>	<b>Department</b>	
1			
2			
3			
4			
<b>MEETING OBJECTIVES:</b>			
			•
			•
<b>AGENDA:</b>			
			•
			•

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

<b>2. Notes</b>				
<b>Item</b>	<b>Indicator</b>	<b>Descriptions</b>	<b>Targeted Completion Date (Duration)</b>	<b>Action Owner</b>
		<b>MEETING ACTIVITIES:</b>		
<b>1</b>		•		
<b>2</b>		•		
<b>3</b>		•		