

# COMMITTEE NAME

## MINUTES

**Date:** [Date]

**Time:** [Time]

**Facilitator:** [Facilitator]

In Attendance

List attendees

## TOPIC ONE

What was discussed?

Resolution:

### **Action Items:**

WHAT:

RESPONSIBLE PARTY:

TIMELINE:

WHAT:

RESPONSIBLE PARTY:

TIMELINE:

## TOPIC TWO

What was discussed?

Resolution:

### **Action Items:**

WHAT:

RESPONSIBLE PARTY:

TIMELINE:

WHAT:  
RESPONSIBLE PARTY:  
TIMELINE:

### TOPIC THREE

What was discussed?

Resolution:

#### **Action Items:**

WHAT:  
RESPONSIBLE PARTY:  
TIMELINE:

WHAT:  
RESPONSIBLE PARTY:  
TIMELINE:

### **Recommendations to be forwarded to the Board:**

- 1.**
- 2.**
- 3.**

NEXT MEETING

Date: