**Committee Name:**

**Date:**

**Time:**

**Location:
Present:
Absent:**

## Call to Order

Time: 3:02pm by Name of Chair/Facilitator

## Approval of Agenda

## Approval of Minutes and Action Items

## Agenda Items

* 1. item 1

Discussion of item 1

* 1. item 2

Discussion of item 2

## Agenda Items

* 1. item 1

Discussion of item 1

* 1. Item 2

Discussion of item 2

1. **Review of Action Items**
2. **Miscellaneous**

## Future Agenda Items

## Future Meeting Dates

## Adjournment

Meeting Chair:

Recorder: