Minutes for [Title of Committee]

Date and Time of Meeting

Location of Meeting

# Attendance

## Co-Chairs:

Faculty Co-Chair:

Administrator Co-Chair:

Classified Co-Chair (?):

Student Co-Chair (?):

## Members Present:

Name, Name, Name, Name, Name, Name, Name, Name, Name

## Members Not Present:

## Guests:

# Called to Order

* Who called it to order and at what time?

# Approval of Agenda

* Approval of Agenda
  + (Motion/First/Second/Approved?)

# Approval of Meeting Minutes

* Approval of Meeting Minutes
  + (Motion/First/Second/Approved?)

# Agenda Item #1

* Content of Agenda Item placed here.
* Short description of discussion
* Motion/First/Second/Approved? If applicable

# Agenda Item #2

* Content of Agenda Item placed here.
* Short description of discussion
* Motion/First/Second/Approved? If applicable

# Agenda Item #3

* Content of Agenda Item placed here. Short description of discussion
* Motion/First/Second/Approved? If applicable

# Meeting Adjourned

* Time

Other items may include committee goals, chair reports, guests, training information, announcements, etc.