|  |
| --- |
| **Insert Name of Meeting/Committee** |
| **Insert Date of Meeting** |
| **Insert Time of Meeting** |
| **Call in Number: 1-857-232-0476** |
| **Participant Code: 610224** |
| Host Code: 4128 (Chair) |
| Chair Person: Insert name of Chair person(s) |

|  |  |
| --- | --- |
| **Attendees** | |
| Present: | Absent: |

|  |
| --- |
| **Committee Decisions**: |

|  |  |  |
| --- | --- | --- |
| **Action Steps:** | | |
| Action Item | Leader | Date Due by |
|  |  |  |
|  |  |  |

Notes:

**Next Meeting Date & Time:** Insert Date of Next Meeting