Committee Title

Meeting Date

Location

|  |  |  |
| --- | --- | --- |
| **Agenda** | | |
| Start Time | Open Meeting  By Consensus - Approval of Agenda Yes / No  *Attendance: Please put your member # and component in your meeting name (as displayed by Zoom)* | Chair |
| [Time] | Motion to approve the Meeting Minutes from \_\_\_\_\_\_\_\_\_\_.  Motioned:  Seconded:  Passed: Yes / No | Secretary |
| [Time] | Financial Update | Treasurer |
| [Time] | Agenda Item   * Relevant link * Short summary of item | Speaker |
| [Time] | Motion to … [include text of motion in agenda if possible]  Motioned: [full name]  Seconded: [full name]   * Passed: Yes / No | Speaker |
| [Time] | Open Floor | All |
| End Time | Meeting Adjourned | Thank you! |

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Lead** | **Date** |
| *Title of action item* | *Name of key contact person* | *Deadline for next update or completion of task* |
|  |  |  |