Committee Title

Meeting Date

Location

|  |
| --- |
| **Agenda** |
| Start Time | Open MeetingBy 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* |
|  |  |  |