

**[Name of Committee]   
Meeting Minutes 12/12/12**

**Members Present:**

[Names]

**Members Absent:**

[Names]

**Guests:**

[Names]

Alternative attendance format:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Invitees/Attendees | | | | | | | |
| **Name** |  | **Name** |  | **Name** |  | **Name** |  |
| Name 1 | \* | Name 2 | @ | Name 3 | # | Name 4 | \* |
|  |  |  |  |  |  |  |  |
| \*= attendance, @ = excused absence, #= absent | | | | | | | |

[Committee Member Name] called the meeting to order at 0:00pm

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion** | **Decision/Follow-up** |
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The meeting was adjourned at 0:00pm