**Committee/Council:**

**College/Department/Unit:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | **Time:** |  | **Venue:** |  | **Meeting Number:** |  |

## Attendees:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | 2 |  |  | 3 |  |  | 4 |  |
| 5 |  |  | 6 |  |  | 7 |  |  | 8 |  |
| 9 |  |  | 10 |  |  | 11 |  |  | 12 |  |

**Absentees:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | 2 |  |  | 3 |  |  | 4 |  |
| 5 |  |  | 6 |  |  | 7 |  |  | 8 |  |

## Meeting Minutes

| **#** | **Agenda Item** | **Action** | **Responsible person** | **Deadline** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

## Signature:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1) | Name:  Signature: |  | 2) | Name:  Signature: |
| 3) | Name:  Signature: |  | 4) | Name:  Signature: |
| 5) | Name:  Signature: |  | 6) | Name:  Signature: |
| 7) | Name:  Signature: |  | 8) | Name:  Signature: |
| 9) | Name:  Signature: |  | 10) | Name:  Signature: |
| 11) | Name:  Signature: |  | 12) | Name:  Signature: |