

## Committee Meeting Minutes (Boilerplate)

1. Name of Committee:
2. Date of meeting/time meeting started:
3. Members/guests present:
4. Old Business:
  - a. List items discussed.
  - b. Continue, as needed.
5. New Business:
  - a. List items discussed.
  - b. Continue, as needed.
6. Other items discussed:
  - a. List items discussed.
  - b. Continue, as needed.
7. Next scheduled meeting date:
8. Time meeting adjourned.
9. Name of person submitting minutes.