

Meeting: _____

Location: _____

Date: _____

Present:

Regrets:

Guests:

Call to Order: _____ am/pm

Chair: _____

Minute Taker: _____

Approval of Previous Minutes:

Approval of Agenda:



Agenda Item: _____

| Discussion/Decision | Action <i>Who is doing what by when?</i> | My Thoughts |
|----------------------------|--|--------------------|
| | | |

