



# MINUTE NOTES FORM

COMMITTEE: \_\_\_\_\_

Time Meeting called to Order: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

Time Meeting Adjourned: \_\_\_\_\_

MEMBERS PRESENT: \_\_\_\_\_

MEMBERS NOT PRESENT: \_\_\_\_\_

<u>AGENDA ITEM</u>	<u>DISCUSSION SUMMARY</u>	<u>DECISION/ACTION TAKEN</u>	<u>RECORD OF VOTE</u>

List of Documents or Exhibits used at the meeting :