



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 :