**Meeting Information**

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| **Senate/Committee Name:**   **Location:**  **Meeting Date:** **Time:** |

**Members Present**: (check box for attendance)

|  |  |  |  |  |  |
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|  | **Faculty Members** |  | **Staff Members** |  | **Leadership** |
|  |  |  |  |  | (President/Chair) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **Student(s):** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Guests Present:**

Quorum = #

|  |  |  |
| --- | --- | --- |
| **Agenda Section** | **Discussion/Outcome** | |
| 1. **Welcome, Attendance, Review of Agenda:** | | |
| 1. **Review of Minutes**: | | |
| **3. Reports & Updates**  **3.1 Committee Reports:**  a) *Committee Name (Chair or representative name)* ***Update****:*  b) *Committee Name (Chair or representative name)* ***Update****:*  **3.2 Leadership Updates:** | | |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| **4. Old Business**  **4.1** *Topic:*      **4.2** *Topic:* | | |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| **5. New Business**  **5.1** *Topic:*      **5.2** *Topic***:** | | |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| 1. **Announcements & Action Items** | | |

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| **Open Action Items** |
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|  |

**Motion to adjourn by** *member name* **with a second from** *member name.*

**Meeting adjourned at** *##:##*  a/p**.m.**

**Minutes recorded by** *member name*