**Committee Meeting Minutes**

**Committee Name\*:**

**Meeting Date\*:**

**Meeting Time\*:**

**Meeting Location\*:**

**Chairperson\*:**

**Attendees\*:**

**Next Meeting:**

**Minutes Submitted By:**

*Print multiple copies of pg. 2-3 for meetings*

**Discussion**

**Topic:** *Broad description of agenda item (e.g. Social Media Access)*

**Motion (if applicable):** *Needed for formal recommendations proposing a decision or action (e.g. Staff members should be the only administrators on the Facebook account)*

**Motion Made By: Seconded By:**

**Discussion (if applicable):** *Overview of conversation on a topic or motion made (e.g. Discussed whether other social media accounts needed administration limitations but agreed Facebook is the only one currently receiving private messages)*

*(Turn Over)*

**Action Item (if applicable):** *Specific tasks needing to take place in order to fulfill decisions made (e.g. Inform current Facebook administrators of change)*

**Owner: Needs Completed By:**

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