**[Committee Name]**

**[Date], [Time]**

**[Meeting Location]**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Committee Members** | | | | | | | | |
| **Constituency** | **Representative** | **Attended** | **Constituency** | **Representative** | **Attended** | **Constituency** | **Representative** | **Attended** |
| Faculty Co-Chair | (Name) | X | Faculty | (Name) | X | Classified Supervisor | (Name) | X |
| Classified Co-Chair | (Name) | X | Faculty | (Name) | X | Classified Supervisor | (Name) | X |
| Administrative Co-Chair (non-voting) | (Name) | X | Faculty | (Name) | X | Student | (Name) | X |
| Faculty | (Name) | X | Faculty | (Name) | X | Administrator | (Name) | X |
| Faculty | (Name) | X | Classified | (Name) | X | Administrator | (Name) | X |
| Faculty | (Name) | X | Classified | (Name) | X |  |  |  |
| Faculty | (Name) | X | Classified | (Name) | X |  |  |  |
| Guests: | | | | | | | | |

|  |  |  |
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| **Agenda Item** | **Discussion Notes** | **Action?** |
| 1. (Agenda Item) |  |  |
| 1. (Agenda Item) |  |  |