**TEMPLATE**

**Council/Committee Meeting Minutes**

Please PDF minutes once final and post to appropriate webpage for public information and archival purposes

Important tips

* **Be Concise**: Focus on capturing key decisions, actions, and the rationale behind them, avoiding verbatim transcripts or unnecessary details.
* **Maintain Objectivity**: Use neutral language, avoiding personal opinions, biases, or judgments.
* **Clarify When Necessary**: Don't hesitate to ask for clarification if something is unclear during the meeting to ensure accuracy.
* **Proofread and Edit**: Carefully review and edit the minutes for clarity, consistency, grammar, and spelling before distributing them.
* **Ensure Accessibility**: Distribute the minutes promptly to all relevant parties (including those absent) and store them in an easily accessible location for future reference

I. Meeting Details

* Committee/Council Name: [Insert name of committee/council]
* Date: [Insert date of meeting]
* Time: [Insert time meeting was called to order and adjourned]
* Location: [Insert location of meeting (e.g., specific room, building, virtual platform)]
* Chair/Facilitator: [Insert name and title of the meeting chair/facilitator]
* Minute Taker: [Insert name and title of the person taking minutes]

II. Attendees

* Members Present: [List the names of all committee/council members present, including any guest speakers or observers]
* Members Absent: [List the names of any members not present (e.g., “Regrets”)]
* Quorum: [Indicate whether a quorum was present, according to committee/council bylaws or established procedures]

III. Meeting Proceedings

A. Call to Order

* Welcome and Introductions (if applicable)
* If students are participating, please make a point of clarifying any acronyms or jargon used during the meeting

B. Approval of Agenda

* [Indicate whether the agenda was approved, or if modifications were made. If modifications were made, list them briefly]

C. Approval of Previous Minutes

* Minutes from the [Previous Meeting Date] meeting were reviewed and [approved, approved with amendments, etc.].
* If amendments were made, list them and the reason(s) for the amendment(s).

D. Action Items (Refer to Agenda for Order)

* Agenda Item Title: [Insert title of the agenda item]
  + **Summary of Discussion**: [Provide a concise, objective summary of the key discussion points, including supporting data or documents presented, and questions or concerns raised]
  + **Actions Taken/Decisions Made**: [Clearly state any actions or decisions made regarding this item, including the exact wording of motions passed, the proposer, seconder, and voting outcomes (if applicable)]
  + **Rationale:** [Briefly explain the rationale behind any significant decisions]
  + **Relevant Documents**: [Mention any reports, presentations, or other documents discussed or referenced, noting where they can be found or attached]
* Repeat the above section for each action item on the agenda.

E. Information Items (Refer to Agenda for Order)

* Agenda Item Title: [Insert title of the agenda item]
  + Summary of Information Presented: [Provide a brief summary of the information shared. Information items may not lead to Council/Committee action]
* Repeat the above section for each information item on the agenda.

H. Announcements (if applicable)

* [Record any important announcements made during the meeting]

IV. Next Meeting Details

* Date: [Insert date of the next meeting]
* Time: [Insert time of the next meeting]
* Location: [Insert location of the next meeting]
* Proposed Agenda Items: [List any items suggested for discussion at the next meeting]