

TEMPLATE

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<Committee name>

<Month, Day, Year>

Attendees

<list attendees>

For each topic, you can broadly categorize the notes under "Discussion", "Updates", "Recommendation" (for BoT), "ACTION ITEM", etc.

Topic 1

DISCUSSION	
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Topic 2

UPDATES	
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Topic n

RECOMMENDATION	
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Example

Proposed changes to student handbook

DISCUSSION	Changes to the student handbook were discussed. See attached proposed changes affecting pages 28, 43, and 52. Broadly speaking, the changes relate to academic dishonesty infractions, counseling services, and half-day dismissal time
RECOMEMENDATION	Bring discussed handbook changes for board approval at August BoT Meeting

BoT Job Description

UPDATE	Changes made to share copy of the draft BoT job description document were reviewed.
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