**Form 1: Minutes of Meeting**

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| **Meeting Date and Time**  |   | **Meeting Location**  |   |
| **Minutes Drafted Date**  |   | **Meeting Topic**  |   |
| **Meeting Chair**  |   | **Minutes Taker**  |   |

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| **Attendees**  | **Regrets**  |
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| **Brief Description / Agenda**  |
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| **Summary of the Discussions and Conclusions**  |
| **No.**  | **Items Discussed**  |
| 1  | **Item 1:** ***Discussions***:   ***Conclusions***:   |
| 2  | **Item 2:** ***Discussions***:   ***Conclusions***:   |

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| **Meeting Conclusions/Follow-up**  |
| **The following actions were taken:**  |
|   |

The vote for adoption of this action was as shown (if applicable):

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| **CHAIR SIGNATURE**  |
| ​​Noted by:  ​ ​ ​ ​Verified by all committee members ​​  | Chair Name: (Print)    Chair Signature:  | Date:   |