**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: |