

Association
xx Committee/TF/Group

Meeting Report

Meeting Date: xx	Location: xx	Start Time: xx	End Time: xx
MEMBERS/ATTENDANCE			
Chair: xx			Present?
Co-Chair: xx			Yes No
xx			Yes No
xx			Yes No
xx			Yes No
xx			Yes No
xx			Yes No
xx			Yes No
xx			Yes No

AGENDA	Action Required?	Action Taken
Welcome, Introductions, and Mission Reminder <i>Ensure everyone knows each other. Do a simple icebreaker if it will be beneficial (e.g. what book are you reading? If you travel anywhere, where would you go?). Read the association mission (below) and remind members this is your north star.</i>	no	
Objective for this meeting <i>What is the primary purpose for this meeting? What do you want to accomplish?</i>	no	
Item 1 – XX		
Status: xx		
Action requested: xx	xx	xx
Follow up required and by whom: xx	xx	xx
Due date: xx		
Item 2 – XX		

Association Mission = xx
Association Vision = xx
Association Values = xx
Committee Mission = xx <i>this committee's primary responsibility in furthering the mission of the association</i>

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Status: xx		
Action requested: xx	xx	xx
Follow up required and by whom: xx	xx	xx
Due date: xx		
Item 3 – XX		
Status: xx		
Action requested: xx	xx	xx
Follow up required and by whom: xx	xx	xx
Due date: xx		

Association Mission = xx
Association Vision = xx
Association Values = xx
Committee Mission = xx <i>this committee's primary responsibility in furthering the mission of the association</i>