

# Committee Meeting Minutes Template

## Committee Name Minutes San Diego Miramar College DATE • ROOM • TIME

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**Members:** *Note: Record members present, proxies, and absences as well.*

**Vacancies:** *Note: Record any vacancies.*

**Guests:** *Note: Record presence of any non-member here.*

**A. Call to Order**

**B. Approval of Agenda and Minutes**

- *Note: Record actions on adoption of Agenda and approval of Minutes.*

**C. Committee Reports/ Other**

- *Note: Give record of who reported and a brief summary of report.*

**D. Old Business:**

| # | Item  |
|---|---|
| 1 | <i>Note: Provide a succinct summary of the discussion on the item. Quotes are not appropriate unless requested by the committee. However, provide the full language of any recommendation or action. Record details of any motions or votes by committee members. CLEARLY define any action taken.<br/>Note: If an item is not discussed or held for another meeting, record that in the minutes.</i> |
| 2 |   |
| 3 |   |

**E. New Business:**

| # | Item |
|---|------|
| 1 |      |
| 2 |      |
| 3 |      |

**F. Announcements**

- *Note: Can record announcements.*

**G. Adjourned**

- *Note: Record adjournment time.*

**H. Next Scheduled Meeting**

- *Note: Provide date of next meeting.*