



(Insert Committee Name) Committee Meeting Minutes

Date:

- I. Call to Order
 - a. Meeting called to order at 0:00

II. Roll Call

Name	Position	Present/Absent	Required Attendance
	Title/ Chair		
	Title/ Vice Chair		

- III. Unfinished Business
- IV. New Business
- V. Reports
 - a. Senate Leadership
 - b. Committee
 - c. Advisor
- VI. Announcements
- VII. Meeting Adjournment
 - a. Meeting adjourned at 0:00 pm

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