

# Committee Meeting Notes

Date: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Attendees: \_\_\_\_\_

## Objectives:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Assigned Tasks:

| Task: | Who: | When: | Complete: |
|-------|------|-------|-----------|
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Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget Information:**

| Item: | Cost: | Quantity: | Total: |
|-------|-------|-----------|--------|
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**Total:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Other Comments:** \_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_