

Minutes of the XYZ Committee

<+Date+> 2012

Members present: Alice Alpha, <++>

Guests present:

The XYZ Committee met on <+Date+> 2012 at 11:00 AM in the XXX Room (SLC-999). Dr. Alpha called the meeting to order. The minutes of <+ PreviousMtg +> 20XX were approved.

Old Business

<+ +>

No update was presented.

<+ item1 +>

<++>

ACTION: <+WHO will do WHAT by WHEN?+>

<+ item2 +>

<++>

New Business

<+ item3 +>

<++>

Announcements

<+ announcement +>

<++>

Adjournment

The meeting was adjourned at <+EndTime+> PM.

Respectfully Submitted,

— My Name