

# COMMITTEE MEETING MINUTES

We follow a rigorous process for committee meeting management and documentation. Committee minutes are issued within <X> days of each committee meeting and clearly document topics and action items.

Meeting Date:

Start/End Time:

## COMPANY

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## PLANS


## PLAN SPONSOR ATTENDEES

Name	Title

## CONSULTANT ATTENDEES

Name	Title

AGENDA DISCUSSED

Topics	Action Items	Due Date

MATERIALS/HANDOUTS DISTRIBUTED/REVIEWED

WATCH LIST ITEMS/NEXT STEPS