

[Insert Team Name] Team Minutes: [INSERT DATE]

Motions for Session Approval

1)

2)

Attendance: [insert name] (chair), [insert name] (staff), [add all additional members]

*(Those in attendance are hi-lighted in **bold**)*

Team Report: Old Business

[Item 1 Title]...

[Item 2 Title]...

[Item 3 Title]...

[Item 4 Title]...

[Item 5 Title]...

[Item 6 Title]...

[Item 7 Title]...

New Business

[Item 1 Title]...

[Item 2 Title]...

[Item 3 Title]...

[Item 4 Title]...

[Item 5 Title]...

Next meeting date: