**Committee Meeting Agenda**

Committee name:

Date of meeting:

Time of meeting:

Place of meeting:

Chairperson:

Note taker (should be volunteer):

Please read:

Please bring:

Agenda topics:

Carryover action items:

New topics

Old business

Adjournment

**Illinois State University**

**Committee Meeting Notes**

Date:

Committee name:

Chairperson:

Note taker (should be volunteer):

Key topics discussed:

Action items:

Item Priority Responsible Party Deadline

Next planned meeting date:

**Alumni Association Board of Directors**

**Committee Report Form**

Committee name:

Committee members:

Committee chair:

Summary of activities:

Action/Pending item(s

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_