



Committee Meeting Report

Committee Name: _____ Meeting Date: _____

Committee Members Present: _____

Meeting Agenda Items (per Last Committee Meeting):

1. _____
2. _____
3. _____
4. _____

Tasks	Responsible Individual(s)	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

With which Committee(s) will you collaborate? _____

What support and resources can the Chapter Vice President provide? _____

New Ideas Generated During This Meeting:

1. _____
2. _____

Meeting Agenda Items for Next Meeting:

1. _____
2. _____
3. _____
4. _____

Date of Next Meeting: _____ Time: _____ Location: _____