Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: ____________________________________________________________

Chairperson/Responsible Contact: _________________________________________________

Purpose of the Meeting: _______________________________________________________________________

Date: __________________________ Time: __________ Location: ________________________________

Departments/Participants/Groups/Agencies Represented: ____________________________________________

Primary Outcomes: _______________________________________________________________________

Actionable Items/Planned Follow-up: _______________________________________________________

Revised 11/15/12