**Community Advisory Council - Sample Meeting Minutes**

**Meeting Name**

**Date**

**Time**

**Location**

**Attendees:**

Name, Organization (if applicable), Role on CAC

Name, Organization (if applicable), Role on CAC

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**AGENDA**

1. **Agenda Item**

Notes: *Provide a brief summary of the discussion around this topic.*

Action Items: *List action items or follow-up tasks. Make sure they’re assigned to an individual and the council has agreed upon a date for following up on or completing the task.*

1. **Agenda Item**

Notes: *Provide a brief summary of the discussion around this topic.*

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1. **Agenda Item**

Notes: *Provide a brief summary of the discussion around this topic.*

Action Items: *List action items or follow-up tasks. Make sure they’re assigned to an individual and the council has agreed upon a date for following up on or completing the task.*

**Summary of Next Steps/ Deadline for Tasks**

**Plan Next Meeting** *(highlight the following)*

* **Date**
* **Time**
* **Location**
* **Proposed Agenda Items**