

Faculty Meeting Minutes

Date: _____

Time: _____

Location: _____

Attendance

Name	Present	Absent

Agenda

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Meeting Minutes

- Item 1:
- Item 2:
- Item 3:

Decisions Made

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Action Items

Task	Responsible	Deadline

Next Meeting Date: _____

Prepared by

(Name & Signature)

Approved by

(Name & Signature)