

## 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: #07 U \_\_\_\_\_

Chairperson/Responsible Contact: \_\_\_\_\_

Purpose of the Meeting: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Departments/Participants/Groups/Agencies Represented: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Primary Outcomes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actionable Items/Planned Follow-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_