

*****TEMPLATE for U of U MEETING MINUTES*****

XXXX Planning Committee: Meeting Minutes

Meeting date:

Attendees:

Excused:

Guests:

Minutes: [name of person taking minutes]

Agenda Item:	Moonwalk Project		
Discussion:	The group discussed the suggestion made by ZZZ committee to expand XXX program into YYY area. Pro's and con's discussed, including cost, time commitment, and competing personnel needs. Benefits include ... Key stakeholders/groups impacted include ...		
Decisions:	Recommend to Recommended that [group] exercise care to avoid ...		
Action Items:		Owner	Due
John Smith will propose plan consistent with discussion and circulate to XXX by YYY date.			

Agenda Item:	Review Bylaws / Process for Nominating and Appointing members		
Discussion:	Group discussed updating the bylaws to make consistent with other University of Utah boards indicating that XXX		
Decisions:	Recommend updating bylaws to make consistent with other UofU boards – UU President to appoint board members, can make subject to ratification by full board. Also, recommend an ad hoc Nominating Committee to be made up of ZZZ. All members can suggest names to be considered by Nominating Committee.		
Action Items:		Owner	Due
Jane Smith will propose changes to bylaws consistent with decision above and circulate to full Board for consideration and approval.			

Agenda Item:			
Discussion:			
Decisions:			
Action Items:		Owner	Due