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*Draft Minutes*

Name of Committee

Day, Month #, 202# – HH:MM to HH:MM

Room #, Location *or* By Teleconference

MEMBERS PRESENT:

* Organization – Name (Chair)
* Organization – Name (Vice-Chair)
* Organization – Name (Past Chair)
* Organization – Name (Secretary)
* Organization – Name

OTHERS PRESENT:

* Organization – Name

**1. Agenda item**

Record major discussion points and key results for each item on the agenda, paying special attention to decisions made, actions assigned, issues to revisit in future, and so on.

*For motions/votes* – Record the precise wording of each motion, the individuals who move and second it, and whether it is carried or defeated. For example:

**It was agreed by motion** (Mover/Seconder) that the Committee submit the pooled-fund project proposal on “Best Practices for Monorails in Small Municipalities” to the Mobility Council for approval.

When actions are assigned, record the individual who is accountable. For example:

**It was agreed by consensus** that the Vice-Chair will invitate a representative of Springfield, SK to present its Monorail Strategy at the committee’s next meeting.

**Action: H. Simpson**

Note any attachments to the minutes. For example:

A copy of the project description was circulated (**Attachment 1**).

**Attachments:**

1. Item description

*Minutes prepared by Firstname Lastname – Day ## Month, Year*