



STEP 1: TOOLS AND RESOURCES

Intramural Committee Meeting MINUTES TEMPLATE

Use this template to record notes as a result of your discussions for your intramural committee meetings. Be sure to note any important decisions as well as action items. Meeting notes help ensure that everyone walks away with a common understanding of what was discussed, what was decided upon, and what the next steps are for each member of the committee. It also helps keep committee members who are absent from the meeting up to date. You might consider posting the minutes online so members can access them after the meeting for information and to keep up to date. Replace the text in brackets with your own details about your meeting. You can also tailor this template to meet your individual committee needs.

Date of meeting: *[Month, DD, YYYY]*

Time of meeting:

Location of meeting:

Meeting participants: *[Who attended the meeting?]*

Regrets: *[Who are members but couldn't attend the meeting?]*

Recorder: *[Who is taking the meeting notes or minutes?]*

Discussion Items:

- **Topic 1:**

Discussion points:

Decision:

Action item:



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- **Topic 2:**

Discussion points:

Decision:

Action item:

- **Topic 3:**

Discussion points:

Decision:

Action item:

Next steps:

- To do:

Date to be completed:

Responsible person:

- To do:

Date to be completed:

Responsible person:

- To do:

Date to be completed:

Responsible person: