**Insert Committee Name Here**

**Minutes**

**Insert Date Here**

**Attendees:**

\* Denotes voting members

**Agenda**

 *Please provide a short introduction on the business addressed by this committee during this meeting. Can be simple bullet points.*

**Last Meeting Follow-up**

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**New Business**

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*(For reference on how to format minutes, a good example to look are the Campus Planning Committee minutes for the November 30, 2018 , found here:* [*https://cpfm.uoregon.edu/sites/cpfm2.uoregon.edu/files/record\_11\_27\_18\_0.pdf*](https://cpfm.uoregon.edu/sites/cpfm2.uoregon.edu/files/record_11_27_18_0.pdf)*)*

**Action(s) Taken:**

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**Action Items:**

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**Next Meeting Agenda Items:**

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