# Council/Committee Name



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| --- | --- |
| Place: |  |
| Time: |  |
| Date: |  |

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| Agenda Item | Lead | Time |
| 1. **Call to Order & Review Agenda**
	1. Welcome, call to order, approval of agenda
	2. Good news and recognition
 | PFAC Co-Chair |  |
| 1. **Previous Minutes**
	1. Approval of the minutes
	2. Review of outstanding action items
 |  |  |
| 1. **Consent Agenda**
	1. Add text
 |  |  |
| 1. **Previous Business**
	1. Add text
 |  |  |
| 1. **New Business/Advisor/Staff Feedback Items**
	1. Add text
 |  |  |
| 1. **Standing Items**
	1. Subcommittee updates
	2. Open forum/future items
 |  |  |
| 1. **Next Meeting Date(s)**
	1. Add text
 |  |  |
| 1. **Meeting Adjourns**
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## Meeting Summary: Actions and Decision Table

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| --- | --- | --- | --- |
| Lead/Accountable  | Action/Decision | Notes + Relevant Discussion  | Timeline |
|  |  |  |  |
|  |  |  |  |