Meeting Minutes

Meeting Name or Number

# Rulemaking Name Advisory Committee

Date

Location

Add Street Address Here

City, State, Zip

List of Attendees

List of Handouts and Presentation Notes

* Create a bulleted list of items that will be provided

|  |  |
| --- | --- |
| 0:00 | Meeting Commencement Time |
|  |  |
|  | Introduction |
|  |  |
|  | Review of Items From Last Meeting |
|  |  |
|  | Announcement |
|  |  |
|  | Roundtable |
|  |  |
|  | Action Items |
|  |  |
|  | Q&A |
|  |  |
| **0:00** | Meeting Adjournment Time |
|  |  |

Next meeting scheduled: time, date, location