Meeting Minutes

Insert rulemaking name here

# Workgroup name

Enter Date

Enter Street Address

City, State, Zip

List of Attendees

List of Handouts and Presentation Notes

|  |  |
| --- | --- |
| 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