

# Minutes of the Special Committee Meeting

**Date:** [Insert Date]

**Time:** [Insert Start Time] - [Insert End Time]

**Location:** [Insert Location]

## Attendees:

- [Name, Title]
- [Name, Title]
- [Name, Title]
- [Name, Title]

## Agenda:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

## Discussions:

[Detail the discussions that took place regarding each agenda item.]

## Action Items:

- [Action Item 1: Assigned to - due date]
- [Action Item 2: Assigned to - due date]

## Next Meeting:

[Date and Time of Next Meeting]

## Adjournment:

The meeting was adjourned at [Insert Time].

**Submitted by:** [Name, Title]

**Date:** [Insert Submission Date]