

**Palo Alto College
Sample Department
Advisory Committee Meeting Minutes**

CHAIRPERSON:		
MEETING DATE:	MEETING TIME:	MEETING PLACE:
RECORDER:	<i>Signature of recorder</i>	PREVIOUS MEETING:

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title/Company affiliation		Name and Title/Company affiliation		Name and Title/Company affiliation	

AGENDA

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
New Business:		
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	
New Business	
Other:	

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING:
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