|  |
| --- |
|  |
| **PSCC Main Committee Meeting Minutes** |
| Meeting Location: | Meeting Time: | Meeting Date: | Minutes Revised: | Minutes Approved: |
| [(Teleconference or City, State)] | [HH:MM AM/PM] | [YYYY/MM/DD] | [YYYY/MM/DD] | [YYYY/MM/DD] |
| Presiding Officer:Meeting Time: | Recorded by: |
| [Name of Chair, Vice-Chair, Secretary] | [Name] |
| Attendance: |
| Name | Affiliation | Attending via Phone (P) / Web (W) or Local (L) | M/CM/G |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| M:MemberCM: Corresponding MemberG: Guest |

| Item no. | Notes | Action by |
| --- | --- | --- |
| **CALL TO ORDER** |  |  |
| **INTRODUCTIONS AND QUORUM** |  |  |
| **CHAIR’S REMARKS** |  |  |
| **AGENDA APPROVAL** |  |  |
| **APPROVAL OF PREVIOUS MINUTES** |  |  |
| **[AGENDA ITEM 1]** |  |  |
| **[AGENDA ITEM 2]** |  |  |
| **[AGENDA ITEM 3]** |  |  |
| **[AGENDA ITEM 4]** |  |  |
| **[AGENDA ITEM 5]** |  |  |
| **[AGENDA ITEM 6]** |  |  |
| **[AGENDA ITEM 7]** |  |  |
| **[AGENDA ITEM 8]** |  |  |
| **[AGENDA ITEM 9]** |  |  |
| **ITEMS REPORTED OUT OF EXECUTIVE SESSION** |  |  |
| **TIME OF FINAL ADJOURNMENT**  |  |  |
| **NEXT FACE TO FACE MEETINGS** |  |  |
| **FUTURE MEETING ROOM REQUIREMENTS** | [Room Size][Projector][Conflicts] |