

San Diego Mesa College
Committee Name
Meeting Notes
Date
Time, Location

ATTENDEES		
		(Excused)
		(Absent)
		Guests: Staff Assistant:

Agenda Item A: Call to Order:

DISCUSSION	1. Approval of the (Date) Minutes <ul style="list-style-type: none"> • The minutes draft review. • The minutes were M/S by XXXX and approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item B: Continuing Business

DISCUSSION	1. 2.
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ACTION ITEMS	PERSON	DEADLINE
1.	1.	1.

Agenda Item C: New Business:

DISCUSSION	1. 2.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item D: (Standing Items)

DISCUSSION	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item X: Announcements:

DISCUSSION	1. Next meeting, Date 2.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Submitted by:
Approved on: