

Dewar COEHS Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meetings associated with the COEHS.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

Committee/Group Name: _____

Chairperson/Responsible Contact _____

Purpose of the Meeting: _____

Date: _____ Time: _____ Location: _____

Departments/Participants/Groups/Agencies Represented: _____

Primary Outcomes: _____

Actionable Items/Planned Follow-up: _____

