**Central Oregon Community College**

**Meeting Notes** (template)

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| **Date:** |  | | **Co-Chairs:** | |  | | | | |
| **Time:** |  | | **Notes:** | |  | | | | |
| **Location:** |  | |  | |  | | | | |
| **Attendees:** | |  |  |  | |  | **Guests:** | |  |
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|  |  | **Support:** | |  |  | |  |
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| **Agenda Item** | | | **Discussion** | | | **Decision/Action** | | **DRP**  ***Designated Responsible Person(s)*** | |
| **Call to Order/Welcome** | | |  | | |  | |  | |
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| Next meeting: | | |  | | |  | |  | |