

## 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:** \_\_\_\_\_

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