# Council/Committee Name



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| Place: |  |
| Time: |  |
| Date: |  |

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| Agenda Item | Lead | Time |
| 1. **Call to Order & Review Agenda**    1. Welcome, call to order, approval of agenda    2. Good news and recognition | PFAC Co-Chair |  |
| 1. **Previous Minutes**    1. Approval of the minutes    2. Review of outstanding action items |  |  |
| 1. **Consent Agenda**    1. Add text |  |  |
| 1. **Previous Business**    1. Add text |  |  |
| 1. **New Business/Advisor/Staff Feedback Items**    1. Add text |  |  |
| 1. **Standing Items**    1. Subcommittee updates    2. Open forum/future items |  |  |
| 1. **Next Meeting Date(s)**    1. Add text |  |  |
| 1. **Meeting Adjourns** |  |  |

## Meeting Summary: Actions and Decision Table

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| Lead/Accountable | Action/Decision | Notes + Relevant Discussion | Timeline |
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