Advisory Committee on the Environment
Name of the Sub-Committee
(versions for each sub-cmte can be prepared and saved as templates)

Meeting Date: xxxxxxx

In Attendance: xxxxxxx

Key points from the meeting:

1. **Main Category (Work Plan Item #)**

Sub Category

- Point A
- Point B
- Point C

Action Items, Person(s) responsible, Due Dates

2. **Main Category (Work Plan Item #)**

Sub Category

- Point A
- Point B
- Point C

Action Items, Person(s) responsible, Due Dates

Next meeting date/time: xxxxxxxxxx