

Advisory Committee on the Environment

Name of the Sub-Committee

(versions for each sub-cmte can be prepared and saved as templates)

Meeting Date: xxxxxxxx

In Attendance: xxxxxxxx

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: xxxxxxxxxxxx