

# Minnesota Geospatial Advisory Council Committee/Workgroup Meeting Minutes

## **Instructions:**

*The purpose of the meeting minutes is to document committee/workgroup meetings and to provide information about committee/workgroup activities to the CGIO, Minnesota Geospatial Advisory Council (GAC) and the geospatial community.*

*Meeting minutes should be generated as soon after a meeting as possible. Minutes should be sent to those participating for review and comment. Then send to MnGeo if the committee/workgroup would like them posted to their website.*

1. *Replace "Committee/Workgroup Name" with the actual name of the committee/workgroup*
2. *Add the meeting date*
3. *Identify who created the minutes and their contact info*
4. *List the people who attended the meeting and the organizations they represent*
5. *List each agenda item with the following details*
  - a. *decisions*
  - b. *action items*
  - c. *It is also helpful but not required to include*
    - i. *a summary of significant discussion*
    - ii. *copies of or links to handouts*
    - iii. *other important information*
6. *Finally, delete this instructions section 😊*

## **Committee/Workgroup Name**

**Meeting date:**

**Minutes created by:**

**Participants:**

**Agenda Items:**