

<Working group name>

<Date>

Attendees

Present:

Absent:

Guests:

Note taker:

Minutes

1. **Review/approval** of last meeting's minutes (minor corrections fine)
2. **Action item review** from last meeting
 - a. Item (responsible person), status
3. **Agenda Item(s)**
 - a. Brief description of item (~one sentence)
 - b. Any decisions made
 - c. Number for/against the decision if there is dissent, names optional
4. **Discussion**

Action Items

- Item, date due, responsible person
- Any action item incomplete from last time

EXAMPLE

BeOS Working Group

4/1/1999

Present: Sam Raimi, Carrie-Ann Moss

Absent: Rahul Singh

Guests: Ed Wood

Note taker: John De Belo

Minutes

1. Minutes from 3/1/1999 approved with minor corrections
2. Action item review
 - a. Test pig latin app (Carrie-Ann Moss). Testing successful.
3. Review BeOS support costs.
 - a. BeOS support costs for 1 year for campus were reviewed.
 - b. Decision: recommend the Computing Center purchase support for \$3/user
4. Discussion on PowerMac 7100 support.

Action Items

- Ask Carl Malstrom for \$10K for PowerMac 7100 pilot (Sam Raimi, by 4/15/1999)