

**PLEASE EMAIL THIS FORM TO YOUR COMMITTEE'S PEA EMAIL AT THE END OF THE MEETING.**



**COMMITTEE MEETING  
REPORT**

**MEETING DATE:** \_\_\_\_\_

**COMMITTEE TITLE:** \_\_\_\_\_

COMMITTEE MEMBERS PRESENT

COMMITTEE MEMBERS ABSENT

**COMMITTEE DISCUSSION SUMMARY (include description, help needed from the office, etc.)**

DISCUSSION ITEM	ASSIGNED TO	DUE DATE

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<b>ACTION ITEMS AND NEXT STEPS</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>

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