

Climate Change Advisory Committee Working Group - NAME

DATE:

LOCATION:

ATTENDEES:	
REGRETS:	
GUEST(S):	

No.	Agenda Item	Responsibility	Description/Discussion	Decision(s) & Actions
1.	Agenda Review/Minutes	All	<ul style="list-style-type: none">• <i>Meant for high-level major discussion points</i>	<ul style="list-style-type: none">• <i>Meant for key decisions and action items moving forward</i>
2.	Agenda Item #2			
3.	Agenda Item #3			
4.	Agenda Item #4			

No.	Agenda Item	Responsibility	Description/Discussion	Decision(s) & Actions
5.	Agenda Item #5			
6.	Agenda Item #6			
7.	Agenda Item #7			
8.	Other Items:			
	Adjourn	All		
Next Meeting Dates				
<i>Put Date/Time/Location for Next Meeting</i>				