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| **PSCC Subcommittee [Working/Study Group, Task Force]** **Meeting Minutes** |
| Designation: | Name: |
| [A, B, C, etc.][xx] | [Name of group] |
| Meeting Location: | Meeting Time: | Meeting Date: | Minutes Revised: | Minutes Approved: |
| [(Teleconference or City, State)] | [HH:MM AM/PM] | [YYYY/MM/DD] | [YYYY/MM/DD] | [YYYY/MM/DD] |
| PAR Output: | PAR Output: | PAR Approval Date: | PAR Expiration Date: | Target Sponsor Ballot Date: | Target Completion Date: |
| [New / Revised] | [Standard / guide / recommended practice] | [YYYY/MM] | [YYYY/MM] | [YYYY/MM] | [YYYY/MM] |
| Presiding Officer:Meeting Time: | Recorded by: | Draft Number: |
| [Name of Chair, Vice-Chair, Secretary] | [Name] | [X.Y] |
| Attendance: |
| Name | Affiliation | Attending via Phone (P) / Web (W) or Local (L) | M/CM/G |
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| M:MemberCM: Corresponding MemberG: Guest |

| Item no. | Notes | Action by |
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| **CALL TO ORDER** |  |  |
| **INTRODUCTIONS AND QUORUM** |  |  |
| **CALL FOR PATENTS** |  |  |
| **CHAIR’S REMARKS** |  |  |
| **AGENDA APPROVAL** |  |  |
| **APPROVAL OF PREVIOUS MINUTES** |  |  |
| **[AGENDA ITEM 1]** |  |  |
| **[AGENDA ITEM 2]** |  |  |
| **[AGENDA ITEM 3]** |  |  |
| **[AGENDA ITEM 4]** |  |  |
| **[AGENDA ITEM 5]** |  |  |
| **[AGENDA ITEM 6]** |  |  |
| **[AGENDA ITEM 7]** |  |  |
| **[AGENDA ITEM 8]** |  |  |
| **[AGENDA ITEM 9]** |  |  |
| **ITEMS REPORTED OUT OF EXECUTIVE SESSION** |  |  |
| **TIME OF FINAL ADJOURNMENT**  |  |  |
| **NEXT FACE TO FACE MEETINGS** |  |  |
| **FUTURE MEETING ROOM REQUIREMENTS** | [Room Size][Projector][Conflicts]  |