XXXXX Committee (XXXX)

Conference Call

Month Day, 20XX • 00:00 xm PST

**Present**: xxxxxxx, xxxxxx, xxxxxxxx,

**Absent**: xxxxxxx, xxxxxxx, xxxxxxx, xxxxxx

# Welcome and Agenda Expectations – Presenter Name

* xxxxxxxxxxxxxxx

# NWCG Comments – Coordinator Name

* xxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxx

# Agenda Items

**Topic**: xxxxxxxxxxxxxxxxxx

**Presenter**: xxxxxxxxxxxxxxxxxxxxxxxx

**Discussion/Considerations:**

* + xxxxxxxxxxxxxxxxxxx
  + xxxxxxxxxxxxxxxxxxxx
  + xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Decision**: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Topic**: xxxxxxxxxxxxxxxxxxxxxxxxx

**Presenter**: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Discussion/Considerations:**

* + xxxxxxxxxxxxxxxxxxxx
  + xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  + xxxxxxxxxxxxxxxxxxxxxxxxx

**Decision**: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Topic**: xxxxxxxxxxxxxxxxxxxxxxxx

**Presenter**: xxxxxxxxxxxxxxxxxxx

**Discussion/Considerations**:

* + xxxxxxxxxxxxxxxxxxxxxx

**Decision**: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# **Date, Time and Location of Next Meeting**

Date: Month Day, 20XX

Time: 00:00 xm PST

Location: Virtually on Microsoft TEAMS and Conference Line