

Meeting Minutes

Meeting: IWG-

Date/Time:

Location:

Committee Members Present:

FCC Employees Present:

Meeting Summary: [furnish a complete summary of matters discussed and conclusions reached].

Documents Distributed:

Public Participation Statement: [State that meeting IWG-__/(dd.mm.yy) was open to the public and state number of public attendees].

Author:

Instructions: Attach a copy of each document, including agenda and attendance list to minutes. After approval by IWG Chair/Vice-chair, the FCC Representative is responsible for conveying a complete copy of the minutes and documents to the Coordinator, Don Weiland, for filing with the FCC Reference Information Center. Also, any significant IWG documents should be emailed to Don Weiland for inclusion on the home page.