

IWG-4/003(27.01.09)

IWG-1/002 (21.08.12)

IWG-/_/(dd.mm.yy)

Meeting Minutes

Meeting: IWG-1(number of meeting)

Date/Time:

Location:

Committee Members & Observers Present:

FCC Employees Present:

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

Documents Distributed: [list]

Public Participation Statement: [State that meeting IWG-1/__(dd.mm.yy) was open to the public and state number of public attendees].

Author:

Instructions: Draft minutes should be posted and circulated within [five] days of the meeting. Chair/Vice Chair is responsible to send a copy of each document, including minutes, agenda, and attendance list to FCC Coordinator for posting on WAC IWG-1 website.