

**Meeting Minutes**

**Meeting:** WAC-15, Informal Working Group 2: Terrestrial Services (IWG-2)

**Date/Time:** DD Month YYYY/ XX:XX a.m.-XX:XX p.m.

**Location:** FCC, 445 12<sup>th</sup> St., SW, X Floor, Room X, Washington, D.C. 20554

**Participants (in person and via phone):** See attachment 1.

**Meeting Summary:**

[Utilizing agenda for the meeting provide a summary of each discussion and any conclusions reached. Example:

- 1) ***Opening Remarks and Introductions:*** The meeting of IWG-2 was called to order at 10:00 a.m. Participants were welcomed by IWG-2 Chair Charles Rush and Vice-Chair Jayne Stancavage. A roll call of participants present in the room and on the phone was conducted.
- 2) ***Approval of the Agenda:*** The Chair introduced the agenda for the first meeting of IWG-2 (Document IWG-2/XXX) and attendees approved. ]

The meeting was adjourned at XX:XX.

**Public Participation Statement:** This meeting was open to the public as announced by Public Notice [YYY](#).

**Author:** XXXX provided draft minutes.

**Attachment 1: List of Attendees Month DD, YYYY meeting**

Provide the name and affiliation of each person participating (in person and on phone).