

ARIZONA

INDEPENDENT OVERSIGHT
COMMITTEE

MEETING NOTES & ACTION ITEMS TEMPLATE

IOC Name: _____

Meeting Date: _____

Meeting Location: _____

Meeting Time: _____

Members Present:

Members Absent:

Other Attendees:

Agenda Item <i>(Enter the related topic from the IOC's agenda)</i>	General Description of Matters Discussed & Motions Made <i>(Summarize key points discussed; be sure to restate the "actual motion" made including the vote result when applicable)</i>	Action Item/Assigned To/Due Date <i>(Indicate the specific follow-up task/s that need to be completed, name of the member assigned to the item, and the anticipated due date)</i>