

September 26, 2017

Present:

<list attendees>

Absent: <list absent invitees>

Summary of Open Actions:

Topic	Log Date	Action Item	Owner	Due	Status	Update
XXX	1/1	Example action item	XXX	1/1	Open	

** NOTE: Closed items will be carried on the minutes for one meeting to communicate the closing commentary.

Summary of Decisions Made:

Topic	Date	Decision Made
XXX	1/1	<ul style="list-style-type: none"> • Example decisions
		<ul style="list-style-type: none"> •

Meeting Notes

1) Gathering & Checkin

- ...

2) Ministry Updates

- ...

3) How are we implementing the Overarching Goals?

- ...

4) XXXX

- ...

5) XXXX

- ...

Next PPC General Meeting is: <enter date of next meeting>.

Closing Prayer for next meeting: <name of person>.

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