horizontal line**Discipline Committee Meeting Minutes**

**Date:** [Insert Date]

**Time:** [Insert Start Time - End Time]

**Location:** [Insert Location or "Virtual Meeting"]

**Attendees:**

1. [Name]
2. [Name]
3. [Name]
4. [Name]

**Agenda**

1. [Introduction and Meeting Objectives]
2. [Case Review]
3. [Recommendations]

#### **Minutes**

1. **Opening Remarks**
   * Chairperson: [Name]
   * Overview of meeting objectives.
2. **Case Review**
   * **Case 1:** [Summary of the case]
     + Incident Details: [Details]
     + Investigation Findings: [Findings]
     + Decision: [Outcome]
   * **Case 2:** [Summary of the case]
     + Incident Details: [Details]
     + Investigation Findings: [Findings]
     + Decision: [Outcome]
3. **Recommendations and Actions**
   * [Action 1]: [Assigned Person], due by [Date]
   * [Action 2]: [Assigned Person], due by [Date]
4. **Next Meeting**
   * Date: [Insert Date]
   * Time: [Insert Time]

**Prepared By:** [Name]  
**Approved By:** [Name]