UNCONFIRMED MINUTES

**(Name of Committee)**

 **(Date of Meeting) - (Time of Meeting)**

**(Location of Meeting or Conference Call)**

**(Meeting Number)**

**Members Present**

**Members Absent**

**Observers & Guests Present**

**NACE Staff Present**

**1.** Call to order

**2.** Review of Disclaimers (Anti-Trust, IP Statement, Patent Disclosure, Copyright Acknowledgement and recording policy.

**3.** Staff Report

**4.** Approval of Agenda

**5.** Approval of previous meeting minutes

**6.** Membership update

**7.** Old business

 7.1. Status of committee documents

 7.1.1 Document 1 title – DPM

 7.1.2 Document 2 title – DPM

 7.1.3 Etc.

 7.2. Other committee activities

**8.** New business

 8.1. Documents in need of review/revision/reaffirmation

 8.1.1 Document 1 title

 8.1.2 Document 2 title

 8.1.3 Etc.

 8.2. Potential new standards projects

 8.3. Presentations on topics of interest to SC

**9.** Next meeting

**10.** Action items

|  | **owner** | **due date** |
| --- | --- | --- |
| A. | Name | TBD |
| B. | Name | TBD |
| C. | Name | TBD |

**11.** Adjournment

Note: Standards Committee Chair shall submit the minutes to NACE staff for posting.