

# Committee Reporting Summary

CHARLESTOWN  
RESIDENTS'  
COUNCIL

## Report Guidelines

### Naming:

0220901\_ *Committee Name* \_Agenda  
0220901\_ *Committee Name* \_Minutes  
0220901\_ *Committee Name* \_Report

Please spell Residents' Council  
correctly

Always use same file name



## Dates to Remember

### One Week Before Committee Meeting

Email agenda to Committee, and Committee Liaisons

### Three Days After Meeting

Email minutes to Committee and Committee Liaisons for review

### One Day After Residents' Council Meeting

Send presentation report you made at meeting to Secretary

## Agenda

Set Objective  
Establish schedule  
Set start and end times

## Minutes

## Report/Presentation

- Open with "Our committee met on (date) with guests listed"
- Limit words to outcomes, accomplishments
- Use Paragraphs not bullets
- End with "Our next meeting will be on (date) at (time) and (type...Zoom/in person)"