

Standards Council of Canada Meeting Summary Report

1. Meeting information

Committee or meeting reference <i>(e.g. ISO/TC 127/SC 2)</i>	
Meeting location <i>(city and country)</i>	
Meeting start date <i>(YYYY-MM-DD)</i>	
Meeting end date <i>(YYYY-MM-DD)</i>	
Report completed by	

2. Summary, outcomes, and action items

<p>Summary and key outcomes <i>Describe the key activities and outcomes of the meeting. Include information such as items of importance to Canada/Canadian priorities, changes to Canadian national position, and instances where Canadian positions were not successful.</i></p>

<p>Canadian action items <i>Provide all actions that must be completed by Canadians.</i></p>		
Item for action	Responsible for completion <i>(person and/or organization)</i>	Due date <i>(Date that the action must be completed by)</i>

