# Seminar Meeting Minutes

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| **Full Seminar Name and Number:** | Include both the name and number of your seminar here. If you are unsure of the number of your seminar, reference our website. |
| **Meeting Date and Location:** | [DD/MM/YYYY, (Zoom for 2021)] |
| **Speakers:** | [Full name and affiliation for each speaker and respondent] |
| **Title:** | [Full title of the presentation or topic] |
| **Presiding Chair(s):** | [Full name(s)] |
| **Rapporteur:** | [Full name] |
| **Attendees:** | [Full names and affiliations for everyone in attendance] Note: One way to collect this information is to ask attendees to write their names and affiliations in the Zoom chat. |
| **Privacy Policy Statement** | [The chair or rapporteur reads this policy at the start of the meeting and asks attendees to acknowledge via hand raise. Record both the statement and acknowledgement]  Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University’s Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private \*prior\* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.  **Minutes from this meeting are considered:**  [] OPEN [] CLOSED  [Check one and note that all acknowledged by show of hands] |
| **Summary of Presentation:** | [This is a narrative description of the speaker’s presentation. Summaries should not be in outline form. If the speaker has provided a paper with an abstract, the abstract may be used as the summary, but it should be clearly identified as the speaker’s work] |
| **Summary of Discussion:** | [The major work of the seminar takes place in the discussion period, making this the most important part of the minutes. The discussion need not be recorded verbatim, but the summary should clearly convey the specific issues addressed] |