MEETING AGENDA

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Details** | | **Attendance** | |
| Date: | [Date] | [Name] | [Name] |
| Started Time: | [Time] | [Name] | [Name] |
| Ending Time | [Time] | [Name] | [Name] |
| Location: | [Location] | [Name] | [Name] |

**Purpose of meeting Last meeting decision**

|  |  |
| --- | --- |
|  | * [Decision] 1 * [Decision] 2 * [Decision] 3 * [Decision] 4 |

|  |  |
| --- | --- |
| Topics | Discussion |
| [Topic] | [Discussion] |
| [Topic] | [Discussion] |
| [Topic] | [Discussion] |
| [Topic] | [Discussion] |
| [Topic] | [Discussion] |

**Agenda**

* [Call to Order]
* [Approval of the Agenda]
* [Approval of the Minutes]
* [Review of Financial Reports]
* [Executive Director's Report]
* [Committee Reports]
* [Action Items]
* [Old Business]
* [Old Business]
* [New Business]
* [Announcements]
* [Adjournment]

# Action Items/Next Steps

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | In progress  Complete |
| [Task Name] | [Name] | [Date] | In progress  Complete |
| [Task Name] | [Name] | [Date] | In progress  Complete |
| [Task Name] | [Name] | [Date] | In progress  Complete |

**Adjournment Next meeting date**: [Date]