**MEEETING AGENDA​**

**Meeting Details**

|  |  |
| --- | --- |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |
| Instructor:​ | Michele Saaz​ |

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Purpose of Meeting:**

**Attendance**

[Name]   
[Name]

[Name]  
[Name]

[Name]   
[Name]

[Name]  
[Name]

**Agenda**

**[Call to Order]**

**[Approval of the Agenda]**

**[Approval of the Minutes]**[Review of Financial Reports]

[Executive Director's Report]

[Committee Reports]

|  |  |
| --- | --- |
| **Old Business** | **New Business** |
| [Old Business] | [New Business] |
| [Old Business] | [New Business] |
| [Old Business] | [New Business] |
| [Old Business] | [New Business] |

**SCHEDULE​**

|  |  |  |
| --- | --- | --- |
| **Time** | **Schedule** | **Location** |
| 11:00 AM​ | Registration & sign-in​ | 1st floor lobby​ |
| 11:30 AM​ | Defining goals​ | Room 300​ |
| 12:15 PM​ | Shaping your personal brand​ | Room 300​ |
| 12:45 PM​ | Lunch break​ |  |
| 1:15 PM | Efficient resume writing​ | Room 305​ |
| 2:00 PM​ | How to stand out​ | Room 305​ |

**ADDITIONAL INFORMATION​**

* ​Register in advance at www.interestingsite.com​
* ​​Bring your resume, a notebook and/or a personal electronic device to take notes​.

**Adjournment**

**Next meeting date**: [Date]