**MEETING AGENDA**

Location: Address or Room Number

Date: Date

Attendees: Name(s)

Time: Time

1. **CALL TO ORDER**

Facilitator Name called to order the regular meeting of the Organization/Committee Name at time on date at location.

1. **ROLL CALL**

Secretary Name conducted a roll call. The following persons were present: attendee names

1. **APPROVAL FOR MEETING**

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

1. **OPEN ISSUE**

Open issue/summary of discussion

Open issue/summary of discussion

Open issue/summary of discussion

1. **NEW BUSINESS**

New business/summary of discussion

New business/summary of discussion

New business/summary of discussion

1. **ADJOURNMENT**

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name