**MEETING AGENDA**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| [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] |