**MEETING AGENDA**

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

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| **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] |

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| --- | --- | --- | --- |
| **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 |

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