**MEETING AGENDA**

**Meeting Information**

|  |  |
| --- | --- |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |

**Purpose of meeting**

**Last meeting decision**

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

**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]
* [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 |

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

**Adjournment**

Next meeting date [Date]