**MEETING AGENDA**

**Meeting Details**

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

**Purpose of the meeting**

**Attendance**

[x]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

# Action Items/Next Steps

 **Item Name Date Discussion**

|  |  |  |  |
| --- | --- | --- | --- |
| [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 |

|  |  |
| --- | --- |
| **Agenda Items** | **Presenter** |
| 1. Call to Order
 | [Name] |
| 1. Pledge of Allegiance
 | [Name] |
| 1. Welcome/Introduction
 | [Name] |
| 1. Roll Call
 | [Name] |
| 1. Approval of Previous Meeting Minutes
 | [Name] |
| 1. Old Business
 |  |
| 1. [Item 1]
 | [Name] |
| 1. [Item 2]
 | [Name] |
| **7.** New Business |  |
| 1. [Item 1]
 | [Name] |
| 1. [Item 2]
 | [Name] |
| **8.**  Additions to Agenda | [Name] |
| **9.** Calendar | [Name] |
| **10**. Adjournment | [Name] |

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