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| **Start Date:** Feb 22, 20XX | **Start Time:** 1:00 pm |
| **Location:** Building A | **Room:** 42 |
| **Last Meeting:** Jan 22, 2024 | **Next Meeting**: Mar 22, 2024 |

**BOARD MEETING AGENDA**

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| --- | --- | --- | --- |
| **Agenda Item** | **Schedule** | **Time** | **Action** |
| Welcome and Introductions | 1:00 pm | 5 |  |
| Call to Order and Roll Call | 1:05 pm | 5 |  |
| Approval of Agenda | 1:10 pm | 5 |  |
| Review and Approval of Minutes | 1:15 pm | 5 |  |
| Committee Reports | 1:20 pm | 5 | Informational |
| Financial Reports | 1:25 pm | 5 | Informational |
| Program or Department Updates | 1:30 pm | 20 | Informational |
| Item 1 | 1:50 pm | 10 | Decision |
| Item 2 | 2:00 pm | 10 | Decision |
| Item 3 | 2:10 pm | 15 | Discussion |
| Item 4 | 2:25 pm | 20 | Discussion |
| Item 5 | 2:45 pm | 5 | Informational |
| Item 6 | 2:50 pm | 5 | Informational |
| Review of upcoming meeting schedule | 2:55 pm | 5 | Informational |
| Adjourn | 3:00 pm |  |  |

**Agenda Prepared By:** Name & Contact Information

**Minutes By:** Name & Contact Information