**MEETING AGENDA**

**Meeting Details**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Last meeting decision**

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

**Attendance**

 [ ]  Henrietta Mitchell

 [ ]  Marceline Anderson

 [ ]  Bartholomew Henderson

 [ ]  Korine Villanueva

 [ ]  Alexander Abramowitz

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

**Discussion**

* Lorem ipsum dolor sit amet, consectetur adipiscing elit
* Sed do eiusmod tempor.
* Ut labore et dolore magna aliqua. Ut enim ad minim.
* [Item Discussed]
* [Item Discussed]
* [Item Discussed]

**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]

**Projects**

|  |  |
| --- | --- |
| **Project One** | in this agenda things section, you can add some things that you think are important, you can also provide a description or background of you. |
| **Project Two** | in this agenda things section, you can add some things that you think are important, you can also provide a description or background of you. |
| **Project Three** | in this agenda things section, you can add some things that you think are important, you can also provide a description or background of you. |

# Action Items/Next Steps

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [x]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |

**Notes:** [Note]