GENERAL MEETING AGENDA

[Name of Company/Dept.]

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

**Purpose of the 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 |

**Schedule**

|  |  |
| --- | --- |
| **Time** | **Schedule** |
| At: 1:00 pm | Welcome/News/Announcements |
| At: 1:05 pm | Recognition |
| 1:10 pm | Review of Policies and Procedures/Safety |
| 1:15 pm | Administrative Report |
| 1:25 pm | House Keeping Items |
| 1:30 pm | Presentation 1 |
| 2:30 pm | End of General Staff meeting / Break |
| 3:00 pm | Break-out Meetings |
| 4:00 pm | Adjourn |

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