**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

**Purpose of the meeting**

**Attendance**

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

# **Topics To Be Discussed:**

|  |  |
| --- | --- |
| **Topics** | **Discussed** |
| [Topic 1] | [Discussion Items] |
| [Topic 2] | [Discussion Items] |
| [Topic 3] | [Discussion Items] |
| [Topic 4] | [Discussion Items] |

**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 [x]  Complete |

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