**MEETING AGENDA**

**MEETING INFORMATION**

## OBJECTIVE:

## Date: [01/01/2000]

## Time: 6:00 AM

## Location: [Enter Room Number]

**AGENDA**

Item/Presenter

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

**NEXT MEETING**

[Date, Time and Location]

**OTHER NOTES OR INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Recorded By** |  | **Date** |