**MEETING AGENDA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting Information | | | | | |
| Objective: | |  | | | |
| Date: | | 01/01/2000 |  | |  |
| Time: | | 6:00 AM |  | |  |
| Location: | | [Enter Location] |  | |  |
| AGenda Items | | | | 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 | | | [Name] | |
| 7 | New Business | | | [Name] | |
| 8 | Additions to Agenda | | | [Name] | |
| **9** | Calendar | | | [Name] | |
| **10** | Adjournment | | | [Name] | |
| Other Notes Or Information | | | | | |
|  | | | | | |

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