**MEETING AGENDA: FORMAT**

* typically completed by organization secretary or anyone assigned by organization president
* meeting agenda should be compiled and provided for review prior to meeting all group members
* copies may be available at meeting

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | START TIME | END TIME | LOCATION |
|  Thursday, 00/00/0000 | 10:00 AM | 10:30 AM | Conference Room A, Main Office |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER |
|   |  |  |   |
| MEETING TITLE |
| Title of Meeting |
| SUBJECT OF MEETING |
| Subject of Meeting |

AGENDA *enter each agenda category with multiple listings / topics*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **START TIME** | **DURATION** | **DESCRIPTION** | **DESIRED OUTCOME** | **PERSON / DEPT. RESPONSIBLE** | **END TIME** |
| **1** | 10:00AM | 0:05 | Call to Order |  |  | 10:05AM |
| **2** | 10:06AM | 0:25 | Officer Report |  |  | 10:30AM |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

NOTES

Remarks

This [MEETING TYPE] meeting of [CHAPTER NAME] is to be held on [DATE] at [LOCATION]. The meeting will begin at [TIME] and is to be presided over by [CHAIRMAN NAME], with [SECRETARY NAME] as secretary.

|  |  |
| --- | --- |
| AGENDA PREPARED BY | AGENDA APPROVED BY |
| SIGNATURE | DATE | SIGNATURE | DATE |
|   |   |   |   |

|  |
| --- |
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