Committee Meeting Agenda

#  Meeting Information

##  Objective: Enter the objective of the meeting here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | 01/01/2000 | **Location:** | [Enter Room Number] |
| **Time:** | 6:00 AM | **Meeting Type:** | [Identify type of meeting] |
| **Chairperson:** | [List Name] | **Secretary:** | [List Name] |

#  Agenda

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

#  Next Meeting

[Date, Time and Location]

#  Other Notes or Information

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Recorded By: Date: