

# [MEETING TITLE] - AGENDA

## MEETING INFORMATION

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### **Objective:**

**Date:** [01/01/2000]  
**Time:** 6:00 AM  
**Location:** [Enter Room Number]

## AGENDA

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### **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
  - a. [Item 1]/[Name]
7. New Business
  - a. [Item 1]/[Name]
  - b. [Item 2]/[Name]
8. Additions to Agenda/[Name]
9. Calendar/[Name]
10. Adjournment

## NEXT MEETING

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[Date, Time and Location]

## OTHER NOTES OR INFORMATION

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Recorded By: \_\_\_\_\_

Date: \_\_\_\_\_