



Moreno Valley College

Sample Agenda Template

Date
Location
Time

Call to Order:

- I. Roll Call:
- II. Approval of Agenda
- III. Approval of Minutes:
- IV. Co-Chairs' Announcements
- V. Old Business:
- VI. New Business:
- VII. Other
- VIII. Adjournment

Next Meeting: (list the following meetings). (Committee) meetings are held on the _____
(insert week and day) of each month in _____ (location).