[MEETING TITLE] - AGENDA

MEETING INFORMATION

Objective:

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

AGENDA

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

[Date, Time and Location]

OTHER NOTES OR INFORMATION

_____   _____
Recorded By: Date: