## CollaborateAR (Your Group Name Here) Agenda



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| --- | --- |
| Date |  |
| Time | From 1:00 to 2:30 (Don’t forget to include the end time) |
| Location |  |
| Roll Call/Attendance | Roll call will be taken via the sign in sheet passed around the room at the start of the meeting. |
| Facilitator & Co-Facilitator |  |



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|  | Name of Reader |
| Reading of Previous Meeting Minutes |  |
| Treasurer’s Report |  |

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| Topic | Persons Reporting | Time for Presenting & Comments |
| Reports of Officers, Committees, Project Coordinator |  |  |
| Reports of Officers, Committees, Project Coordinator |  |  |
| Report of Officers, Committees, Project Coordinator |  |  |
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| Unfinished Business From Previous Meeting  (List all unfinished business by topic & assign the appropriate person to comment on the unfinished business) |  |  |
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| New Business  (Announcements, Educational Programs, Introduction of Speakers) |  |  |
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| Adjourn |