«$project»

**Meeting Agenda**

Date: «$date»

Time: [Time]

Facilitator: [Facilitator]

**Board members**

,

**Notes**

|  |  |
| --- | --- |
| Note | Note |
| «@after-row#end» |  |

| Time | Item | Owner |
| --- | --- | --- |
| Time | Welcome | Owner 1 |
| Time | Old business and approval of last meeting’s minutes | Owner 2 |
| Time | Vote on new Secretary | Owner 3 |
| Time | Discuss parent openings on advisory committees - any response from newsletter? | Owner 4 |
| Time | Vote on proposed Budget | Owner 5 |
| Time | Principal's Report | Owner 6 |
| Time | Break | Owner 7 |
| Time |  | Owner 8 |
| Time | Committee Reports   * Membership, Kalle * Volunteers, Jens * Newsletter, Ian * Computer Support, Ian | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |