

MEETING AGENDA

Location: Room 914 B

Date: January 9, 20XX

Time: 2:15 PM

AGENDA DETAILS

I. INTRODUCTIONS

- a. Sarah will read the minutes from last month's meeting
- b. John will take attendance

II. NEW BUSINESS

- a. Ordering new office chairs
- b. Holiday bonuses

III. OLD BUSINESS

- a. Volunteers for holiday food drive

IV. CONCLUSION

- a. Next meeting will be held on February 6, 20XX