2.1 **Document for Analysis**

Students should examine the sample agenda in Figure 2.1 and then reorganize and reword the information provided in the exercise to create a well-organized agenda. Here’s one suggested agenda:

AGENDA

Budget Committee Meeting

December 12, 2003, 9:30 a.m.

Conference Room 3

1. Call to Order
2. Approval of Minutes from Previous Meeting
3. Director Reports

A. Greentree Site Director’s Report on Cost Overruns

B. Finance Director’s Report on Quarterly Revenues and Expenses

1. New Business

A. Discussion of Cost Overrun Issues

B. Discussion of Additional Quarterly Budget Issues

C. Presentation of Divisional Budget

1. Announcements
2. Adjournment