Committee Meeting Agenda

# Meeting Information

## Objective: Enter the objective of the meeting here.

**Date**: [01/01/2000]

**Time**: 6:00 AM

**Location**: [Enter Room Number]

# Agenda Items

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
   1. [Item 1] / [Name]
7. New Business
   1. [Item 1] / [Name]
   2. [Item 2] / [Name]
8. Additions to Agenda / [Name]
9. Calendar / [Name]
10. Adjournment

# Next Meeting

[Date, Time and Location]

# Other Notes or Information

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Recorded By: Date: