Committee Meeting Agenda

# Meeting Information

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | 01/01/2000 | **Location:** | [Enter Room Number] |
| **Time:** | 6:00 AM | **Meeting Type:** | [Identify type of meeting] |
| **Chairperson:** | [List Name] | **Secretary:** | [List Name] |

# Agenda

|  |  |  |
| --- | --- | --- |
|  | Agenda Items | Presenter |
| 1 | Call to Order | [Name] |
| 2 | Pledge of Allegiance |  |
| 3 | Welcome - Introduction |  |
| 4 | Roll Call |  |
| 5 | Approval of Previous Meeting Minutes |  |
| 6 | Old Business |  |
|  | a. |  |
|  | b. |  |
| 7 | New Business |  |
|  | a. |  |
|  | b. |  |
|  | c. |  |
| 8 | Additions to Agenda |  |
| 9 | Calendar |  |
| 10 | Adjournment |  |

# Next Meeting

[Date, Time and Location]

# Other Notes or Information

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Recorded By: Date: