

# MEETINGS

Agenda distributed: \_\_\_\_\_  
Purpose of the meeting: \_\_\_\_\_  
Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # minutes: \_\_\_\_\_  
Location: \_\_\_\_\_  
Room configuration for opening: \_\_\_\_\_  
Necessary tools or supplies: \_\_\_\_\_  
\_\_\_\_\_

## AGENDA

<b>ITEM</b>		<b>TIME ALLOTTED</b>
<b>Parliamentary</b>	<b>Interactive</b>	
Call to Order	Welcome	
Roll Call	Introduction	_____
Read Minutes	Statement of Purpose	_____
Officer Reports	Written Communication	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Old Business	Background Information	
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
New Business	Committee Report	
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Committee Reports	Announcements	
_____		_____
_____		_____
Committee Assignments	Next Meeting Agenda	
_____		_____
_____		_____
_____		_____
Adjournment (at what time)		_____