

NAME OF ORGANIZATION
DATE

MEETING AGENDA

1. Attendance – Members and any guest present
2. Check in – include
 - A. Who we are – introduction of guests
 - B. How are you?
 - C. Does anyone have any time constraints today?
3. Announcements/Comments
4. Review and finalize agenda
5. Approve previous meeting report
6. Issues to be discussed
7. Notebook updates
8. Preliminary agenda for next meeting