**[MEETING NAME]**

**MEETING AGENDA**

**[DATE & LOCATION]**

**MEMBERSHIP:**

**EX OFICIO MEMBERS:**

**GUESTS:**

|  | | |
| --- | --- | --- |
| **Agenda Item** | **Person(s) Responsible** | **Notes** |
| **Call to Order** | [Example: Trish Aumann, Chair] |  |
| **Approval of Minutes** |  |  |
| **[Example: Mission, Vision, Values Update]** | [Example: Team] |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Informational: Sub-Committee Reports** |  | (If no discussion needed, updates may be supplied to secretary to include in minutes) |
| **Adjournment** |  |  |