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Agenda

Name of Committee

Day, Month #, 202# – HH:MM to HH:MM

Room #, Location *or* Dial 1-888-###-####, Code ####

*Chair:* Firstname Lastname, Organization

*Vice-Chair:* Firstname Lastname, Organization

*Past Chair:* Firstname Lastname, Organization

*Secretary:* Firstname Lastname, Organization

🗎 *Background information available on SharePoint*

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|  | **CALL TO ORDER** |  |
| HH:MM – HH:MM | 1. Welcome and introductions | Name |
| HH:MM – HH:MM | 1. Administration 2. Approval of agenda 3. Approval of minutes of previous meeting 🗎 4. Membership update | Name |
| HH:MM – HH:MM | 1. x | Name |
| HH:MM – HH:MM | 1. x | Name |
|  | **BREAK** |  |
| HH:MM – HH:MM | 1. x | Name |
| HH:MM – HH:MM | 1. x | Name |
| HH:MM – HH:MM | 1. Other business | Name |
|  | **ADJOURNMENT** |  |