****

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*

|  |  |  |
| --- | --- | --- |
|  |  **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** |  |