Committee Name

# Draft Agenda – 20XX Spring or Fall Meeting

# Day, Month Date, 20XX – XX:00 ET to XX:00 ET – GoToWebinar

*Chair: Name*

*Vice-Chair: Name Past Chair: Name*

 *Secretary: Name*

🗎 *Documentation available in the Council’s SharePoint folder*

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| **11:00** |  **CALL TO ORDER**  |
| 11:00 – 11:05 | 1. **Heading**
 | Name |
| 11:05 – 11:30 | 1. **Heading**
	1. Item
	2. Item
	3. Item
	4. Item
	5. Item
 | NameNameNameNameName |
| 11:30 – 11:4511:45 – 12:00 | 1. **Committee Updates, etc.**
	1. Committee name
	2. Committee name
 | NameName |
| 12:00 – 12:30 | 1. **Presentation, etc.**
 | TBD |
| **12:30 – 13:00** | **BREAK or LUNCH** |  |
| 13:00 – 13:30 | 1. **Presentation, etc.**
 | TBD |
| 14:00 – 14:2014:20 – 14:4014:40 – 15:00 | 1. **Heading**
	1. Item
	2. Item
	3. Item
 | NameNameName |
| 15:00 – 15:15 | 1. **General Roundtable, etc.**
 | All |
| 15:15 – 15:45 | 1. **Item**
 | Name |
| 15:45 – 16:00 | 1. **Other Business**
	1. Next meeting presentations, etc.
	2. Closingremarks
 |  AllName  |
| **16:00** |  **ADJOURNMENT**  |