Committee Name

# Agenda

# Month ##, 20XX – XX:00 to XX:00 ET – Location *or* Online

Chair: Name, Organization

Vice-Chair: Name, Organization Secretary: Name, Organization

🗎 *Documentation available on SharePoint*

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