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 | Name  Name  Name  Name  Name |
| 11:30 – 11:45  11:45 – 12:00 | 1. **Committee Updates, etc.**     1. Committee name    2. Committee name | Name  Name |
| 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 – 14:20  14:20 – 14:40  14:40 – 15:00 | 1. **Heading**    1. Item    2. Item    3. Item | Name  Name  Name |
| 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 | All  Name |
| **16:00** | **ADJOURNMENT** | |