**Agenda SAMPLE**

**Date**

**Time**

**Location**

* + 1. **CALL TO ORDER (What time did the meeting start)**
    2. **APPROVAL OF MINUTES (Approval of past meeting minutes)**
    3. **PUBLIC COMMENTS (Guest of the meeting)**
    4. **APPOINTMENTS & RESIGNATIONS**
    5. **OLD BUSINESS**
       1. Pizza Party for the End of the Year celebration.
    6. **NEW BUSINESS**
       1. Deciding on what to buy for the Pizza Party and how much we need to spend.
    7. **AGENDA REQUESTS (Future Meeting)**
    8. **ANNOUNCEMENTS/COMMENDATIONS**
    9. **ADJOURNMENT**