**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**