

Agenda SAMPLE

Date
Time
Location

I. CALL TO ORDER (What time did the meeting start)

II. APPROVAL OF MINUTES (Approval of past meeting minutes)

III. PUBLIC COMMENTS (Guest of the meeting)

IV. APPOINTMENTS & RESIGNATIONS

V. OLD BUSINESS

a. Pizza Party for the End of the Year celebration.

VI. NEW BUSINESS

a. Deciding on what to buy for the Pizza Party and how much we need to spend.

VII. AGENDA REQUESTS (Future Meeting)

VIII. ANNOUNCEMENTS/COMMENDATIONS

IX. ADJOURNMENT