**FORMAL MEETING AGENDA FOR**

**ORGANIZATION'S NAME**

**I. MEETING DETAILS**

Meeting Lead: [MEETING LEADER’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

URL or Dial-In Number: URL OR DIAL-IN NUMBER

**II. OPENING**.

INTRODUCTION OF AGENDA AND MEETING; CALL TO ORDER

**III. ATTENDANCE**.

LIST OF ATTENDEES AND ABSENTEES OF THE MEETING

**IV. AGENDA APPROVAL**.

MEMBERS SHALL VOTE TO APPROVE THE AGENDA AS-IS OR MOTION TO ADD/OMIT ITEMS

**V. DISTRIBUTE PREVIOUS MEETING MINUTES**.

ATTENDEES SHALL APPROVE PRIOR MEETING MINUTES TO THE BEST OF THEIR KNOWLEDGE

**VI. OLD BUSINESS**.

DISCUSS OLD MATTERS THAT HAVE YET TO BE RESOLVED OR COMPLETED

**VII. NEW BUSINESS**.

DISCUSSION OF NEW BUSINESS AT HAND

**VII. OTHER ITEMS & CONCLUSION**

DISCUSS OUTSTANDING MATTERS THAT HAVE GONE UNDISCUSSED; CONCLUSION

Approved by: Signature of Agenda Creator Print Name: Name of Agenda Creator