

FORMAL MEETING AGENDA FOR

I. MEETING DETAILS

Meeting Lead: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

URL or Dial-In Number: _____

II. OPENING.

III. ATTENDANCE.

IV. AGENDA APPROVAL.

V. DISTRIBUTE PREVIOUS MEETING MINUTES.

VI. OLD BUSINESS.

VII. NEW BUSINESS.

VII. OTHER ITEMS & CONCLUSION

Approved by: _____

Print Name: _____

