

MONTHLY MEETING AGENDA

MEETING DETAILS

Date: _____ Time: _____ AM PM

Location: _____ Dial-in Number: _____ MEETING URL: _____

ITEMS & DISCUSSION

___ 1ST ITEM: **Opening**

min

DISCUSSION: _____

___ 2ND ITEM: **Attendance**

min

DISCUSSION: _____

___ 3RD ITEM: **Agenda Introduction**

min

DISCUSSION: _____

___ 4TH ITEM: **Old Business**

min

DISCUSSION: _____

___ 5TH ITEM: **New Business**

min

DISCUSSION: _____

___ 6TH ITEM: **Adjournment**

min

DISCUSSION: _____

OTHER DISCUSSION

