**Meeting Agenda**

Attendees: Name(s)

**Call to order**

Facilitator Name called to order the regular meeting of the Organization/Committee Name at time on date at location.

**Roll call**

Secretary Name conducted a roll call. The following persons were present: attendee names

**Approval of minutes from last meeting**

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

**Open issues**

Open issue/summary of discussion

Open issue/summary of discussion

Open issue/summary of discussion

**New business**

New business/summary of discussion

New business/summary of discussion

New business/summary of discussion

**Adjournment**

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by