



[Organization Name]

Meeting Agenda

Date: [Date]

Time: [Time]

Location: [Location]

Meeting Facilitator: [Name]

Secretary/Note Taker: [Name]

1. Welcome and Call to Order
2. Attendance
3. Approval of Previous Meeting Minutes
4. Officer and Committee Reports
 - President
 - Vice President
 - Treasurer
 - Committees (if applicable)
5. Old Business
 - Follow up on previous action items
 - Updates on ongoing projects, events, or initiatives
 - Unfinished business from previous meetings
6. New Business
 - Upcoming events and programs
 - Budget and funding requests
 - Recruitment and member engagement
 - New proposals, ideas, or organizational needs
7. Discussion and Announcements
 - Open floor for member questions, ideas, and announcements
 - Upcoming deadlines and important dates



8. Action Items and Next Steps

- Review assignments and responsibilities
- Confirm deadlines and expectations

9. Next Meeting

- Date:
- Time:
- Location:

10. Adjournment

