**MEETING AGENDA**

**Meeting Details**

|  |  |  |
| --- | --- | --- |
| Date: | Time: | Location: |
| [Date] | [Time] | [Location] |

**Purpose of meeting**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Attendance**

[Name]  
[Name]  
[Name]  
[Name]  
[Name]  
[Name]

[Name]  
[Name]

**Agenda**

* [Call to Order]
* [Approval of the Agenda]
* [Approval of the Minutes]
* [Review of Financial Reports]
* [Executive Director's Report]
* [Committee Reports]
* [Action Items]

# Action Items/Next Steps

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |

**Adjournment**

**Next meeting date**: [Date]

**Minutes submitted by:** Jessie Irwin

**Minutes approved by:** Chanchal Sharma