**[Add Committee Name]**

**[Add Committee Mission/Charge Here]**

**MEETING AGENDA**

**Meeting Information**

Date:

Time:

Physical Location:

Remote Participation Access Information:

**Meeting Attendees**

* Attendees invited:

**Meeting Attendee Preparation**

* *Please review:*
* *Please bring:*

**Meeting Objective(s) (proposed outcomes or goals of meeting)**

**Agenda Items**

|  |  |  |
| --- | --- | --- |
| **Time** | **Agenda Items** | **Presenter** |
|  | 1. Brief Review/Update of Key Outcomes of Last Meeting | Chair |
| XX:XX | 1. Add description of agenda item  * Goal: | All (or name if applicable) |
| XX:XX | 1. Add description of agenda item  * Goal: | All (or name if applicable) |
| XX:XX | 1. Add description of agenda item  * Goal: | All (or name if applicable) |
| XX:XX | 1. Add description of agenda item  * Goal: | All (or name if applicable) |
| XX:XX | Other business? | All (or name if applicable) |
| XX:XX | Summarize decisions made, action steps to take (and by whom) for next meeting | All (or name if applicable) |

**Next Meeting**

Date:

Time:

Location: