

Meeting Agenda

Start Time Through End Time: 11:00-12:00

Date: April 17

Place: Meeting Room

1. Welcome (Minutes 1-9)
2. The most important issue or topic that you want to discuss
(Minutes 10-30)
List main points of the issue that you want to cover
3. Second most important issue or topic that you want to
discuss (Minutes 31-45)
List main points of the issue that you want to cover
4. Third most important issue or topic that you want to discuss
(Minutes 46-55)
List main points of the issue that you want to cover
5. Wrap up, close, and dismiss the meeting (Minutes 56-60)

If we weren't able to discuss an issue that you are concerned about, please email X and we will try to discuss it outside of our monthly meeting, or we will put it on next month's agenda.