**MEETING AGENDA**

|  |  |  |
| --- | --- | --- |
| [Organization Name] | **Date:** | **[Date]** |
| **Time:** |  [Time] |
| **Location:** | [Location] |

**Last meeting decision**

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

**Attendance**

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

**Previous Meeting Minutes**

Minutes from the previous board meeting held on [Date] were reviewed and approved as amended.

**Agenda**

1. [Call to Order]
2. [Approval of Agenda]
3. [Review of Financial Reports]
4. [Executive Director's Report]
5. [Committee Reports]
6. [Action Items]
7. [Old Business]
8. [New Business]
9. [Announcements]
10. [Adjournment]

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **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  |