**Committee Name**

Committee Meeting Objective: Click here to enter text.

Date: Click here to enter text.

Location: Click here to enter text.

Time Click here to enter text.

Chairperson: Click here to enter text.

# **Preparation**

Identify any reading, research, or other work you want attendees to complete before the meeting. Give the approximate time you think is necessary to prepare. You can list the work as follows:

1. Reading, research, or other work requested. Be as specific as possible.
2. To add another bullet item, press enter at the end of this line.

# **Schedule**

List leaders and a description for each topic or activity.

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| **Item** | **Description** |
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# **Action Items *(additional space on back)***

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| Item | Person Responsible | Deadline |
| **Task** | **Name of person assigned to complete task** | **Date and time task should be completed.** |
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