

Sample Agenda

Name of Committee

Day & Date

Time

Location

1. Call to order/Opening remarks
2. Approval of the minutes from (Date of previous meeting)
3. Additions to the agenda (Add to Item # 8)
4. Approval of the agenda
5. Business arising out of the previous meeting
 - a.
 - b.
 - c.
6. Item #1 that needs to be discussed
7. Item # 2 that needs to be discussed
8. Additions to the agenda
9. Adjournment

Next meeting date

- The Agenda should be circulated to all committee members at least one week in advance, along with any relevant information on the topics that will be discussed
- If a conference call NO additions to the agenda should be allowed, as committee members will not have the necessary background information to make an informed decision.