

Sample Committee Meeting Agenda
Committee Name: _____
Date: ____/____/____

Members in attendance (title):

Review of previous meeting's minutes:

Goal Review:

Progress Report on Goal # 1: _____

Specific Action to be completed (by who/when):

Progress Report on Goal # 2: _____

Specific Action to be completed (by who/when):

Progress Report on Goal # 3: _____

Specific Action to be completed (by who/when):

Discussion (use back of page for extra):

Goals completed?

New Goals to be set?

Legislation to submit to chapter?