Sample Committee Meeting Agenda
Committee Name: __________________________
Date: ______/____/____

Members in attendance (title):

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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?