**Attendance**

* Present

*List members in attendance*

* Absent

*List absent members*

* Guests

*List guests in attendance*

1. **Call to Order**
   * *Include name and time*
2. **Approval of Minutes**
   * *Include date of meeting*
3. **Old Business**
   * *List specific items for discussion*
4. **Committee Reports** *(as applicable)*
   * *List committees that will report*
5. **New Business**
   * *List specific items if possible*
6. **Good of the Order**
   * *Include any relevant announcements*
7. **Adjourn**
   * *Include name and time*

**Next Meeting**

* *Date, time and location of next meeting or note about scheduling if details are TBD*