

Begin  
the  
Meeting

What's  
going on at  
this meeting

What did we  
do at the  
last meeting

What have  
the leaders  
been doing

Stuff left  
over from  
the last  
meeting

New  
ideas or  
problems

Things  
you need  
to know

End the  
Meeting



Call to  
Order

# Approval of the Agenda

# Approval of the Minutes

# Officers' Reports

# Unfinished Business

New

Business

# Announcements

**Adjournment**