**Meeting Agenda**

**[Group Name]**

**[Meeting Location, Date and Time of Meeting]**

1. Call meeting to order
2. Roll call (if any)
3. Welcome and introductions
4. Approval of last meeting’s minutes
5. [Introduce guest speaker, guest speaker makes presentation, etc.)]
6. Officers’ reports
7. Old business (business unfinished at close of last meeting)
   1. [List out old business topics]
8. New business (motions, announcements, etc.)
   1. [List out new business topics]
   2. Reports of special committees and/or associate organizations
9. Adjourn the meeting