|  |
| --- |
| **Insert Name of Meeting/Committee** |
| **Insert Date of Meeting** |
| **Insert Time of Meeting** |
| **Call in Number: 1-857-232-0476** |
| **Participant Code: 610224** |
| Host Code: 4128 (Chair) |
| Chair Person: Insert name of Chair person(s) |

|  |  |  |
| --- | --- | --- |
| Agenda Item | Topic | Leader |
|  | Roll Call | Chair |
|  | Minutes Review | Chair |
|  | Updates | All |
|  | Adjournment | Chair |

Next Steps

|  |  |  |
| --- | --- | --- |
| Check Box | My To Do Tasks | Date Due by |
|  |  |  |
|  |  |  |
|  |  |  |

**Next Meeting Date & Time:** Insert Date of Next Meeting