**Meeting Agenda**

Date: day, month day , 2021 | Time: | Location: | Recorder:

|  |  |  |  |  |  |  |  |  |
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| **PAST COMMITMENTS** | | | | | | | | |
| **Date** | **Who** | **What** | | | | **Promised To** | **When** | |
| 10/7/19 | All |  | | | |  |  | |
|  |  |  | | | |  |  | |
|  |  |  | | | |  |  | |
|  | | | | | | | | |
| **Topic/Item** | | | **Facilitator** | **Allotted Time** | **Key Points**  **Provide 50 words or less on expected outcome** | | | **Category** |
| 1. **Follow up on previous commitments and updates** | | |  | 2 minutes |  | | | Discussion  Decision  Advocacy  Information |
|  | | |  | 5 minutes |  | | | Discussion  Decision  Advocacy  Information |
|  | | |  | 5 minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Association/ leadership updates** | | |  | minutes |  | | | Discussion  Decision  Advocacy  Information |
| 1. **Review commitments and next steps for communication** | | | Chair of committee | 5 minutes |  | | |  |

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| **Future Agenda Items for Meetings** | | | | |
| **Topic/Item** | **Facilitator** | **Key Points**  **Provide 50 words or less on expected outcome** | | **Category** |
|  |  |  | | Discussion  Decision  Advocacy  Information |
| **Upcoming Meeting Date** | **Start Time** | **End time** | **Location** | |
|  | 2:00 p.m. | 3:30 p.m. |  | |