**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 |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
|  |  | 5 minutes |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
|  |  | 5 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Association/ leadership updates**
 |  |  minutes |  | [x]  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. |  |