

MEETING AGENDA

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

| PAST COMMITMENTS | | | | |
|------------------|-----|------|-------------|------|
| Date | Who | What | Promised To | When |
| 10/7/19 | All | | | |
| | | | | |
| | | | | |

| DISCUSSION 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 min | | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |
| 2. | | 5 min | | <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |
| 3. | | 5 min | | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |
| 4. Association/ leadership updates | | minutes | • | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information |
| 5. Review commitments and next steps for communication | Chair of committee | 5 min | | |

| FUTURE AGENDA ITEMS FOR MEETINGS | | | |
|----------------------------------|-------------|---|---|
| Topic/Item | Facilitator | Key Points Provide 50 words or less on expected outcome | Category |
| | | | <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information |

| Upcoming Meeting Date | Start Time | End time | Location |
|-----------------------|------------|-----------|----------|
| 30 | 2:00 p.m. | 3:30 p.m. | |

| COMMITTEE MEMBERS |
|-------------------|
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