

Your Company

Meeting Agenda

Date/Location

1. Meeting Called to Order-Opening Remarks (President)
2. Review and Approve Prior Meeting Minutes (Secretary)
3. Review and Approve Prior period financial reports (Treasurer)
4. General Business
 - a. Operational Items
 - b. Employee Items
 - c. Other items
 - d. Old Business
5. New Business
6. Meeting Adjourned