

MEETING AGENDA

DATE: _____ START: _____ END: _____

TOPIC	PRESENTERS	TIME	MATERIALS
Open Meeting; Welcome and Introductions of New Members or Guests Review and Agree on Agenda Items	Team Chairperson	4:00PM	Provide copies of agenda
Committee Reports and Updates: Event Team Marketing and Promotion Team Fundraising Team Communications Team Budget Team	Event Team Chair Marketing Team Chair Fundraising Chair Communications Chair Budget Chair	4:15 4:30 4:45 5:00 5:15	Each team will bring materials for the entire group
Action Items and Dates for Task List	Team Secretary will lead group through process	5:30	Task List Tracker
New Items for Discussion or for Next Meeting	Team Members	5:45	
Adjournment	Team Chairperson	6PM	