INSERT FACILITY OR SOCIETY NAME HERE

**AGENDA FOR [SOCIETY NAME] WORKING GROUP**

[Regular/Teleconference] Meeting Agenda

[Date], [Time]

[Location (room, etc.)]

| **Time** | **Item** | **Proposed Outcome** | **Speaker** |
| --- | --- | --- | --- |
| [time] | **1. Call to Order** |  |  |
| [time] | **2. Meeting Procedures**2.1 Approval of Agenda2.2 Opening Remarks 2.2.1 Chair | Motion[Board approval]for information | ChairChair |
| [time] | **3. Unanimous Consent Agenda***The following items have been identified as part of the consent agenda; members are encouraged to call the chair in advance of the meeting if there are questions about a listed consent agenda item.*  3.1 Meeting Minutes of [date]  3.2 Action Item List of Meeting [date]  3.3 [Description of any other items]  | Motion[Board approval] | Chair |
| [time] | **4. Business Arising from Previous Minutes** 4.1 [Item Name] | For information | Chair |
| [time] | **5. Other Business**5.1 – 5.5 [Description of any other items] | For information | Chair |
| [time] | **6. Next Meeting Date** | For information | Chair |
| [time] | **7. Meeting Adjournment** |  | Chair |