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 Agenda  2.2 Opening Remarks  2.2.1 Chair | Motion  [Board approval]  for information | Chair  Chair |
| [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 |