



OFFICE OF STUDENT ACTIVITIES SAMPLE AGENDA

***The agenda must be typed.**

[Meeting Title]

[Pick the date]

[9:00 a.m. to 5:00 p.m.]

Meeting called by: *First & Last Name*

Attendees: [Attendee list]

Please read: [Reading list]

Please bring: [Supplies list]

9:00am-9:15am	Introduction Welcome Message Sign in & refreshments	Location Paterson Room
9:15am-9:30am	Purpose of the Meeting Prospective Club Mission Presentation	Location Paterson Room
9:30am-9:50am	Elections Elections Procedures Positions Available Voting Next meeting selection date	Location Paterson Room Classroom A208
9:50am-10:00am	Closing Message Questions & Answers Announcements	Location Paterson Room

Additional Information:

[Add any additional instructions, comments, or directions in this section.]