

Departmental Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees:

- [Name 1]
- [Name 2]
- [Name 3]
- [Name 4]
- [Name 5]

Agenda Items:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Departmental Budget Overview
4. Discussion of Resource Allocation
5. Proposal of New Budget Items
6. Timeline for Budget Approval
7. Open Floor for Additional Items
8. Next Steps and Assignments
9. Set Date for Next Meeting

Closing Remarks:

[Any other additional notes or comments]