

# **Department of [Your Department Name]**

## **Faculty Meeting Agenda**

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Meeting Room/Online Platform]

### **Agenda**

1. Welcome and Introductions
2. Approval of Previous Meeting Minutes
3. Faculty Updates
  - Research highlights
  - Upcoming conferences
  - Grants and funding opportunities
4. Curriculum Changes
5. Student Affairs Updates
6. Open Forum for Faculty Concerns
7. Conclusion and Next Meeting Date