

Departmental Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Overview of Peer Evaluation Process
4. Discussion of Evaluation Criteria
5. Assignment of Peer Evaluation Partners
6. Open Forum for Questions and Concerns
7. Next Steps and Closing Remarks

Participants:

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

Thank you for your participation.