

Departmental Meeting Agenda

Date: _____

Time: _____

Location: _____

Agenda

1. Welcome and Introductions
2. Review of Previous Minutes
3. Updates from Each Department
4. Discussion Items
 - Topic 1: _____
 - Topic 2: _____
5. Action Items
6. Next Meeting Schedule
7. Open Floor for Additional Items
8. Adjournment

Prepared by: _____

Contact Information: _____