

AGENDA

Business Meeting
ENGI.8700 Civil Class of 20xx

		Student List	Init
Date		student No #	
Start Time		student No #	
End Time		student No #	
Location		student No #	
Participants		student No #	
Chair		student No #	
Space provided below for brief notes:		student No #	
Who so moved? Seconded? Was appointed? Presented? ...		student No #	
<div>Time</div> <div>Guide</div> <div>line</div>	10:00 Call to Order	student No #	
	Safety Instructions	student No #	
	Appointment of Secretary	student No #	
	10:05 Sitting Regrets	student No #	
	Approval of Docket	student No #	
	Minutes of Prev. Meeting:	student No #	
	Corresp./Housekeeping	student No #	
	10:15 Reports (2 min each group)	student No #	
	Group 1	student No #	
	Group 2	student No #	
	Group 3	student No #	
	Group 4	student No #	
	Group 5	student No #	
	Group 6	student No #	
	Group 7	student No #	
	Group 8	student No #	
	Group 9	student No #	
	10:35 Old Business*	student No #	
	New Business**	student No #	
	10:45 Action Items***	Others	
Date of Next Meeting:			
10:50 Adjournment			

NOTES: * Old business = prior action items etc from previous meeting - not addressed in reports above.
 ** New business arising from meeting discussions, questions raised, recent group issues
 *** Actions summary (keywords, people and dates) for out-of-the-ordinary activity required
 Typical business meeting protocols apply. Example: <http://www.afscme.org/publications/1357.cfm>