**Sample Task Force Meeting Agenda**

Date:

Time:

Location:

Participants of meeting (roll call):

Meeting Facilitator:

Topic of Meeting:

Old business/open issues:

* Item 1:
* Item 2:
* Item 3:

New business/Topics to be discussed:

* Item 1:
* Item 2:
* Item 3:

Next Meeting:

* Date:
* Time:
* Location:

Adjournment