

Meeting of [Committee Title] - Agenda

Date and Time of Meeting

Location

- 1. Introductions and Welcome**
- 2. Approval of minutes of prior meeting as appropriate**
- 3. Questions for Charlestown Leadership (Staff Liaisons)** – This section should include topics the committee needs more information about or specific questions/issues about things that pertain to the work of the committee. **Be sure to include the actual questions/issues to be addressed to give staff a heads-up.**
- 4. Business from Previous Meeting**
- 5. Committee Member Reports/Announcements** – This section should include reports of any subcommittees
- 6. New Business**
- 7. Action Items for Next Meeting**