

{Enter Chapter Name} Chapter of WWOA
Meeting Agenda

Date

Time

Type of Meeting: Description of Meeting

Meeting Facilitator: Facilitator Name

Invitees: Names of Invitees

I. Call to order

II. Roll call

III. Approval of minutes from last meeting

IV. Open issues

a) Description of open issue 1

b) Description of open issue 2

c) Description of open issue 3

V. New business

a) Description of open issue 1

b) Description of open issue 2

c) Description of open issue 3

VI. Adjournment