

(Name of Committee)

Agenda for (Date, Month Date, Year)

(Time)

(Location-do not use acronyms)

Virtual Meeting details

Committee Members (total#)

[List members in any order used by the Committee, Use Members List Text Style]

Quorum: #

Subject to Brown Act:

# Call to Order

## Reports/ Comments (optional)

# Action Items

## Approval of Agenda

## Approval of (date) Minutes

## (Action Item)

# Discussion Item

## (Discussion Item)

### (Discussion Sub-Item)

### (Discussion Sub-item)

## (Discussion Item)

# Information Items

## (Information Item)

## (Information Item)

# Good of the Order (optional)

# Future Agenda Topics (optional)

# Adjournment

Next Meeting (optional)

Date [Add details using Item Normal text]

Time [Add details using Item Normal text]

Location [Add details using Item Normal text]