

# Meeting Name

## AGENDA

Date  
Time  
Place of Meeting

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes
- Chairperson's Report
  - Monthly status
  - Update on volunteer activities
- Treasurer's Report
  - Budget Overview
  - Dues Update
- Old Business
  - Status of landscaping bids
  - Status of water quality control
- New Business
  - Possible pending litigation
  - Other new business
- Calendar
- Adjournment

# Meeting Agenda Sample

**Robert M. Ricard**

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Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

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