



**Center for
Student Engagement**
TENNESSEE TECH

SAMPLE MEETING AGENDA

(Organization Name)

(Meeting Title)

Date

Location

- I. Call to Order
- II. Attendance
- III. Approval of Prior Meeting's Minutes
- IV. Information Items
 - a. Guest Speaker, etc.
- V. Officer Reports
 - a. President
 - b. Treasurer
 - c. Event Chair
 - d. Advisor Report
 - e. Etc.
- VI. Action Items
 - a. Theme of Upcoming Event
 - b. Use of Funds
- VII. Discussion Items
 - a. Community Service Projects
- VIII. Announcements (from the members)
- IX. Adjourn

For assistance and coaching, contact engagement@tntech.edu.