



**Associated Students of
Western Washington University
Sample Meeting Agenda
Date, Time**

I. INTRODUCTIONS FOR MEMBERS

- a. 4:30-4:35 Names, Pronouns, Position

II. APPROVAL OF MINUTES

III. REVISIONS TO THE AGENDA

- a.

IV. ACTION ITEMS

- a.

V. INFORMATION ITEMS

- a. 4:35-4:40- Look over Charge and Charter together
- b. 4:40-4:55- Discuss committee bylaws and summer process (ask about SEJF acronym interpretation). Does anyone want to be involved in the roadmap/ do people find this urgent?

VI. DISCUSSION ITEMS

- a. 4:55-5:10- Hear progress reports about any new grant proposals

VII. OTHER BUSINESS

- a. 5:10-5:15- closing and perhaps scheduling next meeting

** All agenda items are subject to immediate action.*

Note: Proposed motions show what is being requested. The actual motion may differ.