| **Time Allotted** | **Topic** | **Responsible Party** |
| --- | --- | --- |
| **4:00 – 4:05 pm** | Opening Remarks / Introduce New Members or Guests**Outcome Sought:** Inform | **President** |
| **4:05 – 4:10 pm**  | Approval of Minutes From Previous Meeting**Outcome Sought:**Inform | **President** |
| **4:10 – 4:20 pm** | Officer Reports**Outcome Sought:**Inform | **Officers** |
| **4:20 – 4:30 pm** | Committee Reports**Outcome Sought:** Inform & Discuss | **Committee Chairs** |
| **4:30 – 4:40 pm** | Old Business**Outcome Sought:**Inform & Discuss | **President** |
| **4:40 – 4:55 pm** | New Business orGenerative DiscussionorPresentation**Outcome Sought:** Discuss or Brainstorm or Inform | **[Discussion Leader]** |
| **4:55 – 5:00 pm** | Chapter Advisor Update**Outcome Sought:**Inform | **Chapter Advisor** |
| **5:00 pm** | Adjourn | **President** |

 **Meeting Objective:** Today’s goal is to [\_\_\_\_\_\_\_\_]