**Fayetteville Technical Community College**

Committee/Subcommittee:

Meeting Agenda

Date:      ; Time:      ; Location:

Meeting Facilitator:

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| Committee/Subcommittee members’ names: | Present |
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Guests:

1. Call to order
2. Roll call
3. Reading, discussion, and approval of previous meeting minutes
4. Review of old business
   1. Discussion of open items
   2. Review of status of action items
5. Discussion of new business
   1. Open discussion
   2. Summary of action items (assignments and due dates) from today’s meeting
6. Setting of next meeting date/time
7. Adjournment