Community Committee Meeting
Agenda & Minutes

> Directions: Prepare this agenda before each Community Committee Meeting. Submit the completed agenda to the Committee Chairperson. Then, distribute a copy to each member to follow along and take notes. The Committee Secretary will take official minutes and submit them to the Committee Chairperson.

> Committee: __________________________ > Date: __________________

> Start Time: __________________________ > End Time: ________________

1. Review Calendar
   a. Dates for Starting Positive Projects/Events
   b. Dates for Committee meetings

   Notes/Minutes

   __________________________________________
   __________________________________________
   __________________________________________
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   __________________________________________
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2. Discuss and Plan Positive Projects/Events
   a. Goals, problems, issues, and ideas
   b. Success Stories for the media

   Notes/Minutes

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