

Sample Agenda:

Location: Room 412

Date: Thursday October 14th

Time: 2:45 pm

Welcome

Ice Breaker

Review of last meeting

Announcements and Updates

Plan film showing for World AIDS Day

- Where will the film be held
- What film will we show
- Where and how will we advertise
- Assign tasks
- Next steps and action plan

Confirm Next Meeting date and time

Closing