



# BoardOnTrack Board

## Training on Meeting Management

Published on October 10, 2019 at 10:17 PM EDT

---

### Date and Time

Thursday October 10, 2019 at 7:00 PM EDT

---

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening items			
<b>A. Record Attendance</b>			1 m
<b>B. Call the Meeting to Order</b>			1 m
<b>C. Approve Minutes from Previous Meeting</b>	Approve Minutes		1 m
...			
<b>II. Demo</b>			<b>7:03 PM</b>
<b>A. Training on Agenda</b>	Discuss		5 m
<ul style="list-style-type: none"><li>• Edit</li><li>• Purpose<ul style="list-style-type: none"><li>◦ FYI</li><li>◦ Discuss</li><li>◦ Vote</li><li>◦ Approve Minutes</li></ul></li></ul>			
<b>III. New Committee</b>			
New Committee Agenda Stock Description			

	Purpose	Presenter	Time
<b>IV. Closing Items</b>			<b>7:08 PM</b>
Closing Items			
<b>A. Adjourn Meeting</b>	FYI		1 m
...			