

# Official Church Letterhead

## (Board/Committee) Meeting Notice

Date : month date, year (day of the week)(March 21, 2004)(Sunday)

Time : time (1:00 pm)

\*Please be punctual and come with solid preparation in order to be more efficient and to cap our meeting time within time (number of hours).

Place : location of meeting (church library)

### Agenda

#### 1. Worship and Prayer (if any)

#### 2. Approval of Minutes of the (date) Meeting and action item closure

Please read the minutes before you come to the meeting. We won't spend time on reading

minutes in the meeting.

#### 3. Updates/Reports/Follow-up action items

\*Brief and to-the-point

3.1 Item (reporting person) \*date of last meeting (01/11) minutes number (6.2)

3.2 Item (reporting person) \*date of last meeting (01/11) minutes number (6.3)

3.3 Item (reporting person) \*date of last meeting (01/11) minutes number (6.4)

▪ Sub-item (reporting person)

▪ Sub-item (reporting person)

3.4 Item (reporting person) \*date of last meeting (01/11) minutes number (6.5)

3.5 Item (reporting person)

#### 4. Discussion and Brainstorming

4.1 Item (person to lead discussion)

4.2 Item (person to lead discussion)

4.3 Item (person to lead discussion)

4.4 Item (person to lead discussion)

#### 5. New Business

#### 6. Action Items review

#### 7. Next meeting