**Central Oregon Community College**

**Meeting Agenda** (template)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | | **Co-Chairs:** | | |  | | | | | |
| **Time:** |  | | | **Notes:** | | |  | | | | | |
| **Location:** |  | | |  | | |  | | | | | |
| **Attendees:** | |  |  | |  | | |  | | **Guests:** | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | | **Support:** | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  | |  |  | |  | | |  | |  | |  |
| **Agenda Item** | | | | | | **Discussion** | | | **Decision/Action** | | **DRP**  ***Designated Responsible Person(s)*** | |
| **Call to Order/Welcome** | | | | | |  | | |  | |  | |
|  | | | | | |  | | |  | |  | |
|  | | | | | |  | | |  | |  | |
|  | | | | | |  | | |  | |  | |
|  | | | | | |  | | |  | |  | |
| Next meeting: | | | | | |  | | |  | |  | |