Agenda Template Instructions

1. Click in gray areas and replace the default text with your own text.

2. For each “Agenda Item” area, use this space to record the separate sections of your meeting, such as Old Business, New Business, etc.

3. Use the “Reminders” section to list the date and time of your next meeting, if known.

4. Depending on the type of meeting, you may need to adapt this template to suit your specific needs.

5. File one copy of your agenda in the binder that has been provided for this purpose.

6. Contact the FAU Student Government Judicial Branch or your advisor if you have any questions related to this template.