1. **Call to Order**
2. **Approval of Minutes**
   1. *Include date of meeting*
3. **Old Business**
   1. *List specific items for discussion*
4. **Committee Reports** *(as applicable)*
   1. *List committees that will report*
5. **New Business**
   1. *List specific items if possible*
6. **Good of the Order**
   1. *Include any relevant announcements*
7. **Adjourn**