

# Agenda

# GHS Department Meeting

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
(Dept. Chair Choice)

Please bring:

## Agenda topics

Length	Time	Topic
45 min.	7:15 a.m. or 3:00 p.m.	List specific items/topics

**Department Chair must send agenda to department members,  
Donna and Tim the day before the scheduled meeting.**

GENERAL DEPARTMENT MEETING AGENDA EXAMPLE