



# September Chapter Meeting Agenda

[Enter Chapter Name] | [Enter Date] | [Enter Time of Meeting]

[x:xx -x:xx] 30 Mins	<b>Welcome, Housekeeping &amp; Team Building</b>   Led by: ENTER NAME <ul style="list-style-type: none"><li>• Team Building: Getting to know YOU Ice Breaker Activity (<a href="#">click here for ideas</a>)</li><li>• House Keeping<ul style="list-style-type: none"><li>○ Planning our meetings for the rest of the semester</li></ul></li></ul>
[x:xx -x:xx] 10 Mins	<b>Chapter Action Plan</b>   Led by: ENTER NAME <ul style="list-style-type: none"><li>• Status update</li><li>• Brainstorming ideas</li></ul>
[x:xx -x:xx] 10 Mins	<b>On-Campus Visibility Brainstorming/Discussion</b>   Led by: ENTER NAME <ul style="list-style-type: none"><li>• Where should we be?</li><li>• What are new ideas to enhance our visibility?</li><li>• Who can we partner with?</li></ul>
[x:xx -x:xx] 10 Mins	<b>Closing Out the Meeting</b>   Led by: ENTER NAME <ul style="list-style-type: none"><li>• Questions, comments, thoughts?</li><li>• Brief Outline of the Fall Semester &amp; Important Dates</li><li>• <b>Next Meeting:</b> [enter in date &amp; location]</li></ul> Adjournment
Important Dates & Notes	Sept. 23 – Mortar Board Book Club Meeting (open to all) Sept. 30 – Chapter Action Plans are due to the National Office Oct. 20-26 – National Week of Service Nov. 15 – Graduation Fellowship Applications Open

## My Action Items: