St. Clair High Student Council Committee Agenda

Chairperson's Name:	Date of Meeting:
Recorder of minutes for this meeting will be …	
Recorder for forms used during this meeting will be …	
Timekeeper for this meeting will be …	

Projects to be worked on during this meeting …

Things I need to do or prepare **BEFORE** the meeting …

Things I need to **BRING** to this meeting …

Decisions that need to made at this meeting …

Jobs that need to be assigned at this meeting …

Job	Person Assigned To	Due Date

How will I budget my meeting time – Plan for at least 40 minutes!
Also remember you can "divide and conquer"

Priority	Tasks to be completed	People Involved	Amount of Time

I'll know this committee meeting was successful if we have the following outcomes…

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