Meeting Minutes

\*Your School Name\* TSA

Month, Day, Year



## 

|  |  |  |
| --- | --- | --- |
| **Agenda** | **Discussion** | **Action Items** |
| 1. **ROLL CALL** | **Present:**  **Tardy:** |  |
| 1. **APPROVAL OF THE MINUTES** |  |  |
| 1. **REPORTS OF OFFICERS AND COMMITTEES** |  |  |
| 1. **UNFINISHED BUSINESS AND GENERAL ORDERS** |  |  |
| 1. **NEW BUSINESS** |  |  |
| 1. **ANNOUNCEMENTS** |  |  |
| 1. **ADJOURNMENT** |  |  |