Meeting Minutes

\*Your School Name\* TSA

Month, Day, Year



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