|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item # | ***Topic/Activity*** | | ***Action(s) Taken*** | ***Handouts/Reference Materials****◊* |
|  | **Public Comment** | |  |  |
|  | **Approve:** Agenda for (date of current meeting)  **Review:** Minutes from (date of last meeting) | |  |  |
|  | **Old Business** *(items previously appearing on agenda)* | |  |  |
|  | 3a. | **Topic**   * **Sub-Topic\***   Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.   * **Sub-Topic\***   Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |  | [Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp) |
|  | 3b. | **Topic\***  Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. |  | [Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp) |
|  | **New Business** *(items appearing on agenda for first time)* | |  |  |
|  | 4a. | **Topic\***  Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. |  | [Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp) |
|  | **Updates & Announcements**  Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. | |  |  |
|  | **Wrap Up & Next Steps** *(meeting summary)*  Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. | |  |  |
|  | **NEXT MEETING:** (day of the week), (date and year) ~ (XX:00 a.m./p.m. to XX:00 a.m./p.m.) in Room XX-XXX | | | |

*\*If there is a related document being reviewed, indicate “first read” or “second read.”*

*†List any action/vote taken on each agenda item.*

*◊To provide context for the discussion summaries, the minutes can include links to handouts or presentations shared during the meeting.*