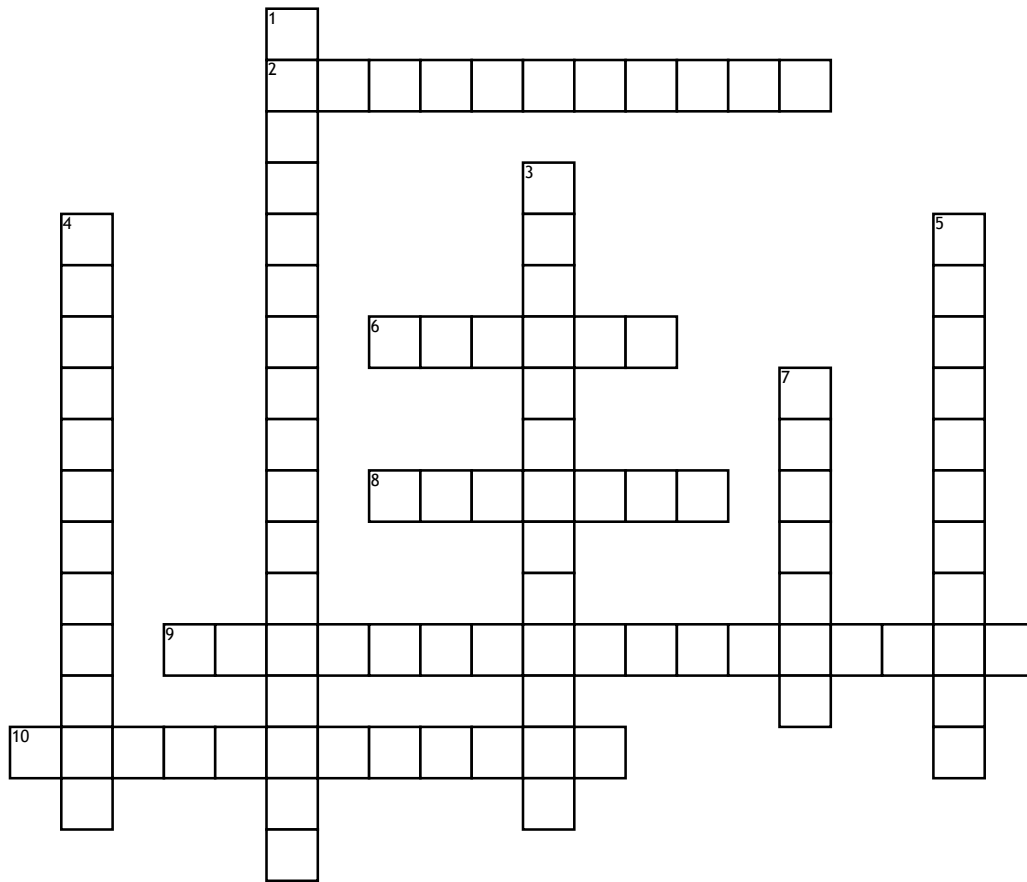


Name: _____

Date: _____

Agenda and Minutes



Across

- 2. Unresolved discussions from a previous meeting
- 6. items to be discussed or acted upon; prepared before minutes
- 8. used to describe the discussion, decisions, and actions during a meeting.
- 9. Review of previous minutes
- 10. Notation of who adjourned the meeting

Down

- 1. Progress reports presented at meetings
- 3. Line where the secretary who was recording the minutes
- 4. Time slots, topics, speakers, presenters
- 5. New topics and issues
- 7. name of organizations, type of meeting, date, time, and location

Word Bank

Heading
Adjournment
Old Business
minutes

Body of Agenda
Approval of minutes
agenda

Signature line
New Business
Committee Reports