**Name of Department**

**Date, Time**

**Location, Gustavus Adolphus College**

Name of Department Meeting Agenda

# Call to Order

# Approval of the Agenda

# Approval of Minutes

Approval of the date Name of Department meeting minutes.

# Reports

# Unfinished Business

# New Business

# Good of the Order

1. The next Name of Department meeting will be convened on **date at time in location**.

# Adjournment

# Department Members

Names of all faculty invited

# Invited Guests

Names of all guests invited, if any