Sample Agenda

Regrouping meeting for *(Name of organization)*

Date

Time

1. Call to order
2. Roll call
3. Approval of minutes from the last meeting
4. Membership check-in
   1. Each member in attendance shares where they are and how they’re doing by replying to the following questions-
      1. What did you do during Spring Break?
      2. Have you heard from your professors?
      3. Are you staying in Stillwater, going home or somewhere else?
      4. What other important things are going on in your life?
5. Membership contact information –
   1. Each member should add to a shared document the best method for contact (this may have changed from the beginning of the semester so don’t assume the old contact form is correct)
6. Moving forward –
   1. It is ideal to keep meeting at the regular time weekly, bi-weekly etc?
   2. Ask each member to add the regular online meeting to their calendar and have the secretary or other officer in charge of meetings create the meetings on Zoom, Skype, or other messaging app
   3. What events were planned for the rest of the semester?
   4. How can those be moved online?
   5. If events were cancelled, can deposits for rentals or other purchases be refunded?
   6. Who will be in charge of following up on these?
7. Elections *(Many organization hold elections in March and April. You can hold elections online using CampusLink. Instructions are* [***HERE***](https://lcl.okstate.edu/campuslink-user-guide.html)*)*
   1. Motion to open nomination process for spring elections- *if applicable to your organization*
   2. Discussion of when and how elections will take place. *\*Elections must end before pre-finals week*
8. Informal discussion – discuss any plans or other ideas that were not already covered in the formal agenda.
9. Adjourn.