

## Prototype PBG House Agenda Meeting

(Save blank copy to reuse for each meeting)

(Send out notice to all members three weeks before meeting with directions and street address for them from “Rand McNally” directions.)

Power Buying Group House Meeting Date: \_\_\_\_\_

House

Locations: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

- 10:00 Welcome from House Chair \_\_\_\_\_
- 10:05 Approval of minutes from previous meeting House Chair
- 10:10 Set Agenda, Ground rules, appoint Scribe House Chair
- 10:15 First Agenda item (30 minutes)
- 10:45 Second Agenda Item (30 minutes)
- 11:15 Third Agenda Item (30 Minutes)
- 11:45 Lunch Break
- 12:15 Fourth Agenda Item (30 minutes)
- 12:45 Fifth Agenda Item (30 minutes)
- 1:15 Sixth agenda Item (30 minutes)
- 1:45 Seventh Agenda item (30 minutes)
- 2:15 Decision time – Discussion, votes, etc.
- 2:45 Scribe and Chair discuss minutes to be sent to PBG Chair after approved by House Chair.
- 3:00 Adjourn