**Meeting Agenda**

|  |  |
| --- | --- |
| **Meeting Date:** October 8, 2014 (Hawk Day) | **Meeting Time:** 8:00AM-10:05AM |
| **Members Present:** | **Members Absent:**  |
| **AGENDA*****What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**, | **NEXT STEPS*****Who*** will do ***what***, and ***when*** |
| Unit Planner Work—complete unit plans for course\*the unit plan “plays” much better with Chrome than with Explorer |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Send completed notes to your Department Chair. The document should be saved as your course title.** |  |  |  |

 **Accounting**

|  |  |
| --- | --- |
| **Suggested Future Agenda Items:** | **Date/Time of Next Meeting:**  |