**Meeting Agenda**

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| **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:  Unit plans are started but remain incomplete (Task, GRASPS, dates, specifics, etc) |  |  | |  |
| **Send completed notes to your Department Chair. The document should be saved as your course title.** |  |  | |  |

**Piano & Guitar**

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