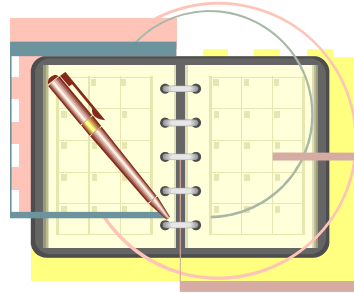


An **agenda** –a list of items to be \_\_\_\_\_ or acted upon, prepared \_\_\_\_\_ meetings, events, and conferences



1. **Margins**
  - a. If the agenda is very short, it may be centered horizontally and/or \_\_\_\_\_
  - b. Adjust margins (top and side) so that the agenda is \_\_\_\_\_ presented on the page
  - c. If letterhead stationery is used, leave \_\_\_\_\_ between the letterhead and the beginning of the agenda
2. **Components:**
  - a. **Heading section** – the **organization name, date, location,** and \_\_\_\_\_ of the meeting centered at top
  - b. **Body** – time slots, \_\_\_\_\_, and speakers/presenters
3. **Guidelines for keying**
  - a. May include \_\_\_\_\_ of **times, topics, speakers,** and **locations** or may simply be represented as a list of items
  - b. May be formatted with \_\_\_\_\_ tabs to control the left-to-right flow of the text
  - c. Format varies according to the needs and preferences of each organization
  - d. If the agenda includes a list of incomplete sentences, no \_\_\_\_\_ are required

- e. Use a \_\_\_\_\_ space between numbered items
- f. If the meeting or conference will last more than \_\_\_\_\_ day, list the \_\_\_\_\_ and date at the beginning of each section in bold
- g. For agendas in column format, use the \_\_\_\_\_ feature

<b>North Carolina State Board of Education</b>	
<b>Ad Hoc Committee on Academic Rigor, Relevance, and Relationships</b>	
August 2, 2005	
SBE Board Lounge	
2:00 – 4:00 PM	
Work Session	
Agenda	
2:00 PM	Welcome and Opening Comments.....Kathy Taft
2:10 PM	Algebra I Requirements.....Wandra Polk
2:40 PM	Personal Financial Literacy Curriculum .....Wandra Polk Esther Dunnegan
3:10 PM	Graduation Compact on High School Graduation Rates.....Lou Fabrizio
3:30 PM	Discussion of Next Steps for Committee and Remaining Issues..... Committee
	<ul style="list-style-type: none"> <li>• Achievement Summit vs. Closing the Gap Summit</li> <li>• 11<sup>th</sup> Grade Diagnostic Measure</li> <li>• Alignment with American Diploma Project Standards</li> <li>• Alignment of High Schools Standards with University Placement Expectations</li> <li>• High Standards for Professional Development</li> </ul>
4:00 PM	Adjourn