# Robert's Rules of Order Meeting

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Robert's Rules of Order agenda is a guide for more formal meetings to ensure fairness and order. Created in the late 1800s, today the meeting format is most commonly used at board meetings and for parliamentary procedure in the corporate world.

- [ ] Call to order

Summary:

Next Steps:

- [ ] Roll call

Summary:

Next Steps:

- [ ] Reading and approval of minutes

Summary:

Next Steps:

## REPORTS OF OFFICERS

- [ ] Senior leaders present relevant updates and recommendations

Summary:

Next Steps:

## REPORTS OF COMMITTEES

- [ ] Teams/committees present updates and recommendations

Summary:

Next Steps:

## STANDARD ORDER OF BUSINESS

- [ ] Unfinished items to be discussed

Summary:

Next Steps:

- [ ] New items to be discussed

**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared

Summary:

Next Steps:

## WRAP UP

- [ ] **Announcements**

Summary:

Next Steps:

- [ ] **Adjournment**

Summary:

Next Steps:

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