Committee: **Business Technology – Medical Office**

Date: Wednesday November 2nd, 2016

Time: 5.30pm

Location: SHL 102

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

**Work Plan Action Items**



Item:

Action:

Item:

Action:

Item:

Action:

Item:

Action:

## Meeting Guidelines!

* The meeting is run by the committee Chair or Vice Chair
* The meeting will be more effective if the committee is engaged and participates in discussion
* Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
* Please respect the schedules of members and keep to time

Item:

Action: