**Location: Date and Time:** 

[[Insert](https://cccconfer.zoom.us/j/96347369711) Zoom Link here] [Insert date/time here]

“Fostering the Panthers of today, to become the scholars of tomorrow.”

**ICC Agenda**

**NOTICE IS HEREBY GIVEN** that the [Club] will hold a meeting on the above stated date and time. If you have any questions please contact [President] at [student email] or [Secretary] at [student email].

**IF YOU HAVE A DISABILITY** please contact the president by Monday before the upcoming meeting so that we may accommodate you.

**I. Organizational Items**

**1.01** Call to Order: P.M.

**1.02** Roll Call

**1.03 Adoption of Minutes**

**II. Public Comments**

This time is reserved for members of the public to address the [Club]. All public comments are limited to three (3) minutes. No action will be taken on these items unless it is scheduled. Please note once public comments are closed, members from the public will only be recognized at the Chair’s discretion. Furthermore, the members of the [Club] cannot respond to any public comments.

**III. Old Business**

**IV. New Business**

**V. Announcements**

**VII. Adjournment**