

Eno Commons Agenda Request Form

Note: You may enter your responses directly into this form.

1. Today's date _____
2. Meeting date _____
3. Requested by _____
4. Committee _____
5. Topic
6. Presenter
7. Goal for this meeting (first reading, discussion, consensus, formation of ad hoc, update, etc.)
8. Plan for advance prep: sending materials out in advance, bringing printouts to the meeting, background data, etc...
9. Time requested
10. Misc.