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| MEETING AGENDA | |
| Location: | Room 914 B |
| Date: | January 9, 20XX |
| Time: | 2:15 PM |

# Agenda details

## Introductions

### Sarah will read the minutes from last month’s meeting

### John will take attendance

## New business

### Ordering new office chairs

### Holiday bonuses

## Old business

### Volunteers for holiday food drive

## Conclusion

### Next meeting will be held on February 6, 20XX