**Meeting Agenda**

The BOSS Meeting is now over and now it is time for you to create the record of what was talked about. The meeting minutes will follow the layout of the Meeting Agenda; you will just put more refined details as to what was talked about. The Signature block on this document can be one of two ways, just the BOSS President, or it can hold 4 slots (BOSS President, DFMWR Advisor, BOSS Senior Enlisted Advisor, and any BOSS Executive Council Member). This will be something for your BOSS Triad to discuss, if you send it to all the Command Sergeants Major on your Installation, it may be best to do the 4 Signature Block route.

When tailoring this to your specific Garrison keep the following in mind when reviewing the correlating numbers:

1. This is where you will put the time and who called the meeting to start, typically this will be one of your BOSS Executive Council Members.
2. This is where you will log your roll call. You can either plug your BOSS Representatives here, or you can attach your Sign In Rosters to the meeting Minutes.
3. The Previous Months Minutes should be available to all that were present, if anyone had any objections, you would put them in this space. If there are no objections then you will vote to “Approve the Meeting Minutes”.
4. This is where your BOSS Executive council reports will go, if you have to add additional numbers you may. If your Garrison CSM attends (BOSS Senior Enlisted Advisor) ensure that you add them and provide any comments they share with the group.
5. If you have subcommittees, this is where they will insure any information that they have shared with the group. If you have multiple subcommittees, add additional lines for their information.
6. Discuss all events between the last meeting and current day; Go into detail on each event. How many participated, how it went, etc. Add additional lines as needed
7. Discuss the events that you have coming up, typically 30-60 days out; Go into detail on each event. How many can attend, how much it cost to attend, etc.
8. Where you will bring up anything that your local MWR Facilities, Community Partners, or any other special announcements that took place during the meeting.
9. Who Closed your meeting and at what time.

See the following Page for an Example!