Forum Name Agenda/Meeting Notes – Date *(Times New Roman bold 16)*

Progressive Action for the Common Good *(Times New Roman bold 12)*

Present: Susan, Tom, Bill *(Times New Roman bold 12; I usually make Present in bold)*

Meeting notes *(Times New Roman bold 12)*

*Notes taken by Felicity Johnson* *(Times New Roman italics 12)*

Footer is 3-column *(Times New Roman 12)*

* url on left
* page number centered, if more than 1 page
* date of agenda (which is updated to meeting date later if this one is a draft)

or date of meeting