1. Call to Order
2. Set Agenda
3. Approve the Minutes from the Previous Meeting
4. Old Business
   a. Determine whether documents will be posted online and who will have access
   b. Determine how keeping of the Minutes will be conducted
   c. Determine the overall purpose and structure each document should have
   d. Determine the degree of correction each document requires
5. New Business
   a. The Constitution
      i. Line-by-line reading and individual comments
      ii. Overall structural comments
      iii. Proposed corrections
6. Adjournment