

(Insert Club Name) Meeting Minutes

Meeting Date: _____

Meeting Time: _____

Meeting Location: (i.e Zoom, Discord, Office Groups, Microsoft Teams, etc)

Meeting minutes kept by: _____

Attendees: (list all club members, advisors, & guests)

Agenda/Discussion Items (add/remove item-lines as needed):

1. (i.e. executive board report)

2. (i.e advisor report)

3. (i.e old business)

4. (i.e new business)

5. (agenda items for next meeting)

