



### Club Meeting Minutes

Club Name:	
Date/Time:	
Location:	

I. Call to Order

*Time:*

II. Roll Call

III. Approval of the Agenda

*Names:*

IV. Approval of the Minutes of Prior Meeting

*Names:*

V. Reports

A. Chair

B. Members

C. Advisors

VI. Unfinished Action, Discussion & Information

A. Title - Presenter

*Description; possible action to take place:*

VII. New Business, Discussion & Information

A. Title - Presenter

*Description; possible action to take place:*

VIII. Future Agenda Items

At this time, members of the club may suggest agenda items for consideration in future meetings.

*Name & Suggestion:*

IX: Adjournment

*Time:*