

Club Meeting Minutes Form

Please complete at least 48 hours after the meeting

Club/Organization name.	
Date:	
Time:	
Location:	
List of those in attendance:	
List of all business discussed/ideas generated:	

Next Meeting	
Date:	
Time:	
Location:	
Any comments about the meeting:	
Signature of Secretary:	Date:
Signature of Club President:	Date:
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Signature of Club Advisor:	Date: