 Club Meeting Minutes

**Meeting date | time** [Date | time] **| Meeting location** [Location]

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| **Meeting called by** | [Name] |
| **Type of meeting** | [Purpose] |
| **Facilitator** | [Name] |
|  **Note taker** | [Name] |

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| --- |
| **Attendees:** |

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**AGENDA TOPIC:** **Old Business**

**AGENDA TOPIC:** **New Business**

**Meeting end time** [Date | time]