 Student Club Meeting |AGENDA

**Meeting date | time** [Date | time] **| Meeting location** Click or tap here to enter text.

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| **Meeting called by** | Click or tap here to enter text.  |
| **Type of meeting** | Click or tap here to enter text. |
| **Facilitator** | Click or tap here to enter text. |
| **Note taker** | Click or tap here to enter text. |

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| **Attendees**Click or tap here to enter text. |

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**CALL TO ORDER**

Scheduled: Click or tap here to enter text.

**AGENDA ITEMS: OLD BUSINESS**

**AGENDA ITEMS: NEW BUSINESS**

**MEETING END**

Scheduled:

| Previous Meeting Action items | Person Responsible | Deadline |
| --- | --- | --- |
| [Topic] | [Presenter] | [Date | time] |
| [Topic] | [Presenter] | [Date | time] |