A close up of a sign

Description automatically generated Club Meeting Minutes

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

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

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

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

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