A close up of a sign

Description automatically generated Student Club Meeting |AGENDA

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

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

**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] |