Example Club Meeting Minutes
Type of Meeting (General Body or Exec)
Date
Time

Review of Last Week’s Minutes

Old Business- (this is the time to follow up on past events and how they went)

New Business- (Upcoming events, New Ideas, Review of Calendar)

Executive Board Reports/Committee Updates- (this is when the treasurer should give you a budget report, program planning committees should update the general body on their progress, etc.)

Action Items- (Who is responsible for what moving forward and what is their deadline)

When is next meeting/event

Meeting Closed