

**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**