# **Minutes Template**

XYZ Club Meeting

Minutes

Date and Time of Meeting

Location of Meeting

1. Call to order: President calls meeting to order. Secretary records the time the meeting begins.
2. Roll Call: Secretary takes roll and records the members present.
3. Approval of Agenda: Review, edit, and/or approve of the meeting’s agenda.
4. Approval of Minutes: Review, edit, and/or approve of previous meeting minutes.
5. Committee Reports: Updates on any special or standing committees (activities, publicity, etc.)
6. Officer Reports: Officers such as the President, Vice President, Treasurer, and Secretary share any updates.
7. Advisor’s Report: A time for the advisor to speak.
8. Old Business: Business handled or discussed at last meeting.
9. New Business: Business that has never been officially discussed with the group before.
10. Open Forum: A time for non-agenda items to be discussed.
11. Member Updates: Announcements made by club members.
12. Adjournment: President ends meeting. Secretary records the time.