<Title>

|  |  |
| --- | --- |
| Location: | <location> |
| Date: | <date> |
| Time: | <time> |
| Attendees: | <list all attendees> |

|  |  |
| --- | --- |
| Agenda Items | Details |
| <name of item being discussed> | 1. <first note> 2. <second note> 3. <and so on> |
| <item> | 1. <first note> 2. <sub-note under the topic of the first note> 3. <sub-note under the topic of the first note> 4. <second note> 5. <third note> |
| <item> | 1. <first note> 2. <sub-note under the topic of the first note> 3. <sub-note under the topic of the first note> 4. <second note> 5. <third note> |
| <item> | 1. <first note> 2. <sub-note under the topic of the first note> 3. <sub-note under the topic of the first note> 4. <second note> 5. <third note> |

**ADJOURNMENT:** <time>

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Owner(s)** | **Deadline** | **Status** |
| <item that needs to be completed> | <name of person in charge of action> | <date by which item needs to be done> | <whether completed, in progress, terminated, postponed, etc.> |
| <this entire table is optional, mainly here to help your club> | <this category is optional> | <this can be an approximate date> | <status> |
| <item> | <owner> | <deadline> | <status> |