<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> |