

MINUTES

Extra Curriculum Club

The meeting was called to order by _____ at _____ in the _____ on _____
Advisor/President Time Location Meeting Date

In attendance:

(List all members of club here and check off who is in attendance)

New Business

- Agenda Item 1 _____

Action:

Vote:

Deadline:

Person Responsible:

- Agenda item 2: _____

Action:

Vote:

Deadline:

Person Responsible:

Announcements

Next Meeting _____ at _____ in _____
Date Time Location