Official Meeting

Minutes Form

Name of Club: _____

Meeting Location: _____

Date and Time: _____

Number Present: Members _____ Advisors _____ Parents _____ Guests _____
Total _____

Type or print your meeting minutes in the space below. Print and insert a copy of the minutes into your secretary's book and save a copy on your computer.

Secretary's Signature _____ President's signature: _____

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