|  |
| --- |
| **MEETING NOTES** |

|  |  |
| --- | --- |
| Location: |  |
| Date: |  |
| Time: |  |

***Agenda Items: 60 minutes total***

|  |  |
| --- | --- |
| Announcements and Updates (5 min) |  |
| Old Business (8 min) |  |
| New Business (30 min) |  |
| Action Items and Assignments (10 min) |  |
| Open Floor (5 min) |  |
| Next Meeting Date and Adjournment (2 min) |  |

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Role** | **Name** | **Present** |
|  | Co-Chair 1 |  |  |
|  | Co-Chair 2 |  |  |
|  | Notetaker |  |  |
|  | Fundraiser |  |  |
|  | Ambassador |  |  |
|  | General Member 1 |  |  |
|  | General Member 2 |  |  |