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| **MEETING NOTES**  |

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| --- | --- |
| 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  |  |  |