

Please submit Meeting Minutes to the Student Activities Office immediately following your meeting.

Meeting Minutes Report Form

Date: _____

Club/Organization: _____

Advisor(s): _____

Meeting Called to Order at: _____

Treasurer's Report:

Secretary's Report:

V.P.'s Report:

President's Report:

Old Business:

New Business:

Meeting Adjourned at: _____

Members in attendance (please list names):

Meeting minutes respectfully submitted by: _____