

# 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: \_\_\_\_\_