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## Club Meeting Minutes (Template)

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### Meeting Minutes

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What is the meeting for (example AGM)

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**Date:**

**Start Time:**

**Meeting called to order by:**

**Quorum:**

*(The minimum number of people required to hold a meeting. This is usually no less than 50% of current members)*

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**In attendance:**

*(Helen, Sara, John...)*

**Approval of minutes:**

*(How have your minutes been approved, e.g., show of hands)*

**Agenda**

*(Summary of what you hope to achieve in the meeting, outlining discussion points. If a separate attachment, note this here alongside filing location)*

Discussion Point One

Discussion Point Two

Discussion Point Three

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**Point One**

Name:

Name:

Name:

*(Continue to write down what is being said and who is saying it, for each point of discussion)*

**Next meeting:**

Next meeting will be held on **February 6<sup>th</sup>**.

Motion to adjourn was made at **3:15pm** and was passed **unanimously**.

*(Red text = adjust details to suit your meeting accordingly)*