**[Insert Club Name] Meeting Minutes**

*Meeting of: [insert club name]*

*Held at: [insert meeting venue / address]*

*Date: [insert meeting date]*

*From: [insert meeting start and finish times]*

*Minute taker: [insert your name]*

**Opening / Introduction:**

The meeting of [insert club name] was opened at [insert start time] on [insert meeting date] in [insert meeting venue / address] by [insert name of chairperson].

**Present:**

[List every person who is in attendance if possible.]

**Apologies:**

[List people who have notified that they won’t be attending.]

**Approval of agenda:**

The agenda was approved by [insert name] and seconded by [insert name].

*Usually someone would move the motion to approve, and another person would ‘second’ this. If there are any comments or amendments to the agenda at this point, list them here.*

**Approval of minutes:**

The previous meetings minutes were approved by [insert name] and seconded by [insert name].

*These should be circulated following the previous meeting, or with the agenda for this meeting. If there are any comments or amendments to the minutes, list them here.*

**Open issues:**

*Work through the action points from previous meetings minutes and discuss whether these items were achieved and/or signed off.*

**New business:**

*Work through agenda items and discuss new issues, plan next steps, and assign any action item with a person and completion date.*

*It may be beneficial to list your action points from the meeting in the table below.*

|  |  |  |
| --- | --- | --- |
| **Action Point** | **Person Responsible** | **Completion Date** |
| *Eg. Request a quote for club flag banner* | *Britney* | *April 2022* |
|  |  |  |

**Agenda for next meeting:**

*Summarise items to be added to the agenda for the next meeting.*

**Next meeting:**

The next meeting of [group name] will be held at [insert next meeting time] on [insert meeting date] at [insert meeting venue / address].

**Meeting closed:**

Meeting was adjourned at [meeting finish time].