Agenda and Minutes Template: *The following is the suggested format for all agendas and minutes. In order to ensure clarity, agendas and minutes should be typed.*

Club Name

Day, Date, Time

Location of Meeting

**Committee of the Whole:** *(Any announcements from the committee of the whole, if applicable)*

**Call to Order-** *Time meeting began*

1. **Roll Call** List names of attendees (as well as position they hold, if applicable)
2. **Approval of the Agenda -**  List who approved the agenda and who seconded the motion. (M/S/C: last name of both people who approved agenda)
3. **Approval of the Minutes -** List who approved the minutes and who seconded the motion as well as any corrections made (M/S/C: last name of both people who approved the minutes)
4. **Officer Reports** *(you may insert other positions as appropriate)*
   1. ICC Representative - Name of ICC Representative and their report
   2. Secretary – Name of Secretary and their report
   3. Vice President - Name of Vice President and their report
   4. President - Name of President and their report
5. **Advisor Report:**
   1. Advisor name and report
6. **Club Member Reports**
   1. List all people who presented reports by name and what they discussed or announced
7. **Information/Discussion Items** 
   1. Information/discussion items that you will present
8. **Action Items** 
   1. Any items you are going to vote on and/or approve. Please record if the item was approved or not
9. **Announcements**
   1. Any announcements from club members
10. **Adjournment-** Time when the meeting ended

**Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**