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*

I. **Roll Call** List names of attendees (as well as position they hold, if applicable)

II. **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)

III. **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)

IV. **Officer Reports** *(you may insert other positions as appropriate)*
    a. ICC Representative - Name of ICC Representative and their report
    b. Secretary – Name of Secretary and their report
    c. Vice President - Name of Vice President and their report
    d. President - Name of President and their report

V. **Advisor Report:**
    a. Advisor name and report

VI. **Club Member Reports**
    a. List all people who presented reports by name and what they discussed or announced

VII. **Information/Discussion Items**
    a. Information/discussion items that you will present

IX. **Action Items**
    a. Any items you are going to vote on and/or approve. Please record if the item was approved or not

X. **Announcements**
    a. Any announcements from club members

XI. **Adjournment-** Time when the meeting ended

Advisor Signature: _____