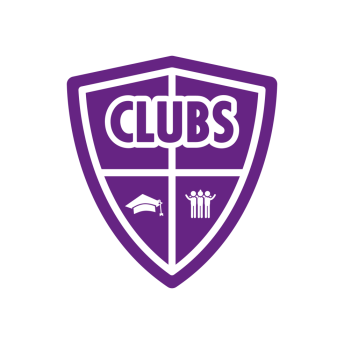
****** (Club Name) Meeting Minutes (Meeting Date)**

**Members Present:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Details** | **Action Required** | **Person Responsible** | **Due Date** |
| **Example:** *Upcoming Event* | *-Social Event organised for week 3 of semester 1* | *-Send activity brief to Clubs Officer and Risk assessment*  *-Book room*  *-Design invitations*  *-Send invitations*  *-Apply for funding for food* | -President  -*Secretary  -Vice President -Secretary -Treasurer* | *Week 1   Week 1*  *Week 1 Week 2 Week 1* |
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