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

**Members Present:**

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| **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 1Week 2Week 1* |
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