**[Club name] Meeting Agenda**

This template can be used for both your general Club meetings and AGM. Your AGM minutes will be required for re-affiliation.

**Students of Victoria University Students Association (SVUSA)**

**Meeting: 1st February 2016**

**Held in Building M, Room M229**

1. **Introduction**

Those present:

**John Smith (President)**

**Maryam Abdi (Vice President)**

**Amy Tran (Treasurer)**

**Christian Jajovic (Secretary)**

Apologies:

**Alisha Kurt (Marketing officer)**

1. **Minutes of previous meeting**

i.e. go through what was agreed on during the last meeting and check to see what has or has not been done thus far

1. **Committee reports**

Committee members to report on their respective areas

1. **Previous event/s:**

i.e. Get feedback from the members. What went well, what didn’t – run through the event/s

1. **Upcoming event/s:**

i.e. Begin planning upcoming event, get feedback and delegate tasks. Go through check list to see what has or has not been done and what needs to be done.

1. **Other**

i.e. anything that members what to bring up, beyond what has already been discussed.

1. **Date of next meeting**

1st March 2016

**Meeting closed** **at [time]**