

Template for Secretary

Notes Of Meeting

Date/Time of Meeting: _____

Matters Arising	Notes	Who to follow-up by Next Meeting
Attendance	Present: 1 2 3 3 Absent with reason: 1 2	N.A.
Recap of Notes of Last Meeting		N.A.
Matters Discussed and/or Meeting Activities	1 2 3	Who to take What actions by next meeting.
End of Meeting	Matters to be discussed / Activities to be carried out next meeting. 1 1 2	N.A.

Recorded by
Secretary : _____

Verified by:
President: _____ Club Member: _____

Date: _____