

Example Club Meeting Agenda
Type of Meeting (General Body or Exec)
Date
Time (Example: 1-2pm)

Agenda Items	Topic Time Allotted
Call Meeting to Order and Review Agenda	5 Minutes
Review and Approve Minutes	5 Minutes
Officers' reports	5 Minutes
Board and committee reports <i>(Program planning committees should update the general body on their progress, etc.)</i>	5 Minutes
Old business <i>(This is the time to follow up on past events and how they went)</i>	10 Minutes
New business <i>(Upcoming events, New Ideas, Review of Calendar)</i>	15 Minutes
Action Items <i>(Who is responsible for what moving forward and what is their deadline)</i>	5 Minutes
When is next meeting/event & Adjourn Meeting	5 Minutes
Remaining Minutes	5 Minutes

Notes: _____

