Name of Club

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| --- | --- | --- | --- |
| Minutes | [Click to Select Date] |  |  |

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| --- | --- |
| Note taker |  |
| Attendees | Name (Full Name) | Campus and program and/or club represented |
|  |  |  |

## Agenda topics

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| --- |
| **TOPIC: <insert here>**  |
| Discussion |  |
| Conclusions |  |
| Action items | Person responsible | Deadline |
|  |  |  |
| **FUNDS APPROVED BY CLUB FOR:** | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> |  |  |  |

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| --- |
| **TOPIC: <insert here>**  |
| Discussion |  |
| Conclusions |  |
| Action items | Person responsible | Deadline |
|  |  |  |
| **FUNDS APPROVED BY CLUB FOR:** | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> |  |  |  |

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| --- |
| **TOPIC: <insert here>**  |
| Discussion |  |
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|  |  |  |
| **FUNDS APPROVED BY CLUB FOR:** | **1st Motion** | **2nd Motion** | **Motion Passed?** |
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| --- |
| **TOPIC: <insert here>**  |
| Discussion |  |
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| **FUNDS APPROVED BY CLUB FOR:** | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> |  |  |  |