

### ***Sample Format of Meeting Minutes***

The following is a sample format when creating minutes of a meeting. The minutes are usually completed by the Chapter Secretary, but can be assigned to someone else by the President

**Chapter Name:**

**Date/Time of Meeting:**

**Location of Meeting:**

**Members Present:** (list all members that attended meeting)

**Members Apologies:** (list members that did not attend the meeting)

**Guests:** (list any guests that attended such as speakers, or any potential new members)

**Reading and Approval of Minutes:** (specify date of minutes being approved)

**Agenda Item #1:** Officer Reports (create separate agenda items for each officer report)

**Discussion:** (summarize the discussion at the meeting)

**Action:** (list any action to be taken by whom and by when)

**Agenda Item #2:** Advisor's Report

**Discussion:** (summarize the discussion at the meeting)

**Action:** (list any action to be taken by whom and by when)

**Agenda Item #3:** Committee Reports (create separate agenda items for each committee report)

**Discussion:** (summarize the discussion at the meeting)

**Action:** (list any action to be taken by whom and by when)

**Agenda Item #4:** Old Business (create separate agenda item for each unfinished business item)

**Discussion:** (summarize the discussion at the meeting)

**Action:** (list any action to be taken by whom and by when)

**Agenda Item #5:** New Business (create separate agenda item for each new business item)

**Discussion:** (summarize the discussion at the meeting)

**Action:** (list any action to be taken by whom and by when)

**Announcements:** (list any announcements made)

**Future Agenda Items:** (list any suggested agenda items that are to be tabled for the next meeting)

**Next Meeting:** (list Date/Time/Location of the next meeting)

**Minutes Prepared By:** (minutes of meetings should be written up and emailed to all members for review within one week of the meeting. Copies may also be provided at the next chapter meeting)