**Meeting Objective:** Today’s goal is to [\_\_\_\_\_\_\_\_]

**Attendees:**

***Officers:*** [List of officers in attendance]

***Members:***[List of members in attendance]

***Guests:*** [List of guests in attendance]

| **Topic** | **Discussion Points** | **Responsible Party** |
| --- | --- | --- |
| **[Topic #1]** | 1. [Discussion Point 1] 2. [Discussion Point 2] 3. [Discussion Point 3]   **Action Items:**   * [Task] / [Responsible party / [Deadline] * [Task] / [Responsible party] / [Deadline] | **[Discussion Leader]** |
| **[Topic #2]** | 1. [Discussion Point 1] 2. [Discussion Point 2] 3. [Discussion Point 3]   **Action Items:**   * [Task] / [Responsible party / [Deadline] * [Task] / [Responsible party] / [Deadline] | **[Discussion Leader]** |
| **[Topic #3]** | 1. [Discussion Point 1] 2. [Discussion Point 2] 3. [Discussion Point 3]   **Action Items:**   * [Task] / [Responsible party / [Deadline] * [Task] / [Responsible party] / [Deadline]] | **[Discussion Leader]** |
| **Conclusion** | 1. [Discussion Point 1] 2. [Discussion Point 2] 3. [Discussion Point 3]   **Action Items:**   * [Task] / [Responsible party / [Deadline] * [Task] / [Responsible party] / [Deadline]] | **President** | |