

Meeting Minutes Requirements:

- What is needed:
 - Name of club.
 - Date of meeting.
 - Officers/advisor present.
 - Attendance number total.
 - Topics covered.
 - Next mtg date/time/location
- Meeting minutes must be emailed to the CSO email by the 5th day of the following month.
- All documents for a club must be turned in before the last day of the semester.

Meeting Minutes Example Guide

Merlin Appreciation Club

Friday, June 14, 2026

9:00 a.m. in Room 253 of Schafer Hall

Attendance Number Total: 57

Names of Officers present (with titles):

President John Smith, VP Jane Smith

Name(s) of Advisor(s) present:

Minerva LeFey

Topics Covered

- I. Why is Merlin Awesome?
 - a. Discussion held on why Merlin is the superior mascot.
- II. Played Who's that mascot?!
- III. Treasurer gave report on funds for next field trip to watch Merlin at the mascot race.
- IV. Discussed plans for next semester's fundraising

Next meeting Date/Time/Location:

July 5, 2026 @ 9:00 a.m. in Room 253 of Schafer Hall

Is your mtg open for drop ins (yes or no):

Yes