Meeting Minutes Requirements:

- What is needed:
    - Name of club.
    - Date/time of meeting.
    - Officers/advisor present.
    - Attendance number total.
    - Topics discussed.
- Meeting minutes must be emailed to the CSO email by the 15th 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, 2024

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

List of Topics

I. Topic one
    a. Topics should be about what was done and discussed during the meet up.
        i. Use a sentence or two to describe the topic for better understanding by all.

II. Why is Merlin Awesome?
    a. Discussion held on why Merlin is the superior mascot.

Achievements:

I. List anything that went well for your club here! Great way to reflect on the positives and the CSO Advisor(s) might be able to help with media coverage around campus as well.

II. This can also help clubs highlight reasons for students to join next year:)!