# 

# [Name of Club/Society]

# Online Committee Meeting

## [Date, Time]

## MINUTES

### Apologies for Absence

#### Create a list of those who have sent their apologies.

### Announcements

#### List any announcements.

### Minutes of the Last Meeting

#### Approved or a list of changes that are required.

### Agenda Items

|  |  |
| --- | --- |
| A brief summary of any discussion had, making sure to note any decisions made. | ACTION: A brief description of the action to be taken and who is responsible for implementing said action. |
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### Any Other Business

#### Summary of discussions had.

|  |  |
| --- | --- |
| Chair | Secretary |
| President name: | Treasurer name: |
| President signature: | Treasurer signature: |