

 **Club Meeting Minutes**

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| **K-Kids club name:**  |  |
| **Date:** |  |
| **Time:**  |  |
| **Minutes recorded by (your name and title):** |  |

**Meeting attendees** *(the names of members, officers and advisors at the meeting).*

**Meeting guests** *(the full name of any guests, their role or position and where they are from).*

**Announcements** *(a summary of announcements covered during the meeting).*

**Committee reports** *(if a committee shared a report, write the committee’s name, name of the student giving the report, and a summary of what they shared).*

**Meeting activities** *(write a summary of the activities completed during the meeting, such as created posters for the upcoming donation drive or )*.

**Tasks to complete** *(record a list of any tasks or actions members and/or officers need to complete before the next meeting).*