**[Club name] Meeting agenda**

**Date/time:**

**Location:**

**Chair:**

**Minute taker:**

**Objectives:**

For example: To discuss ideas for fundraising event

**Schedule:**

For example:

1:30 pm – Welcome

1:40 pm – Brainstorm ideas for fundraising

2:15 pm – Discuss logistics

* + Who will be leading the fundraiser?
  + Where will it happen?
  + When will it happen?
  + What will we need?
  + Who do we need to talk to?