



# OFFICE OF STUDENT ACTIVITIES SAMPLE MINUTES

**\*The minutes must be typed.**

[Meeting Title]

MINUTES

[CLICK TO SELECT DATE]

[MEETING TIME]

[MEETING LOCATION]

<b>MEETING CALLED BY</b>	
<b>TYPE OF MEETING</b>	
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	

Agenda topics

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

<b>DISCUSSION</b>	
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<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	