



CLUB MEETING

[Organization name]

[Date] [Start and end time]

[Room or meeting link]

PURPOSE AND OUTCOMES

Why we're meeting

[One sentence about why this meeting matters]

By the end, we'll have

[A decision, answer or agreed plan]

[Another specific result, if needed]

Facilitator: [Name]

Notes: [Name]

AGENDA

Topic	Lead	Time	Needed result
[Topic]	[Name]	[# min]	[Update, input or decision]
[Topic]	[Name]	[# min]	[Update, input or decision]
[Topic]	[Name]	[# min]	[Update, input or decision]
[Topic]	[Name]	[# min]	[Update, input or decision]

Total time: [# minutes]

UPDATES

[Update time limit per person or team]

Project or team	What changed	Help needed
[Project or team]	[Progress since last meeting]	[Specific ask, or none]
[Project or team]	[Progress since last meeting]	[Specific ask, or none]
[Project or team]	[Progress since last meeting]	[Specific ask, or none]

Questions that need more time: [Discussion topic]

DECISION NEEDED

[The question we need to decide]

Option	Main benefit	Trade-off or concern
[Option A]	[Benefit]	[Cost, risk or limitation]
[Option B]	[Benefit]	[Cost, risk or limitation]

Method: [Vote, consensus or officer decision]

Decision: [Agreed choice and brief reason]

Needed by: [Date or end of meeting]

DISCUSSION

[The main question for the group]

What do we know?

[Relevant facts or context]

What should we consider?

[Ideas, concerns or questions]

Result

[What we agreed, or what we still need to find out]

ACTIONS, OWNERS AND DATES

Action	Owner	Due date	Done when
[Specific next step]	[One name]	[Date]	[Visible result]
[Specific next step]	[One name]	[Date]	[Visible result]
[Specific next step]	[One name]	[Date]	[Visible result]
[Specific next step]	[One name]	[Date]	[Visible result]

We'll track progress in: [Shared document or tool]

NEXT MEETING

[Date and time]

[Place or meeting link]

Before then

[Preparation or materials to review]

Agenda ideas

[Topics to return to next time]