

Rotaract Club of XYZ University

Date

Location

Names of attendees or names of those absent

Time that meeting began.

A good way to generate minutes is to use the agenda and add to it.

- I. President John Doe called the meeting to order.
- II. Rotarian guests Bob Smith and Jack Jones were introduced
- IV. **Officer's Reports**
 - A. President John Doe reported that....
 - B. Treasurer Bill Smith reported that the club has \$....
 - D. Etc.
- V. **Committee Reports**
 - A. The Community Service Committee chair Sandy Jones reported that the next service activity will be at...
 - B. Membership Committee chair Bob Jones reported that the membership drive will be next week. Sign-ups were conducted to determine who would work the booth.
 - C. Etc.
- VI. Guest speaker Bob Smith spoke about his profession as a financial planner
- VII. **Announcements**- record all announcements that were made. This is a good place to include the date and time of the next meeting.

End time of meeting.

Meeting notes taken by secretary Jane Doe

- *The more formal the meeting, the more formal the minutes*
- *Minutes should be able to update anyone who missed the meeting*
- *Minutes should be made available to all members (e-mail, snail mail, post on a website, post in a central location)*