

Interact Club of _____

Sponsored by: Rotary Club of _____

(Board/General) _____ Meeting

Meeting no: _____

Date: _____

Time: _____

Venue: _____

Attendance

Present: (no. of members that attended meeting)

Absent: (no. of members that didn't attend meeting; only necessary for board meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

1. _____
2. _____ etc.

Agendas: (Topics to be discussed in the meeting.)

1. _____
2. _____ etc.

Discussion: (Summarization of the discussion at the meeting)

1. _____
2. _____ etc.

Minutes submitted by: <name>

Minutes approved by: <name>

(Note: Minutes must be approved by Club President. In case of absence of President, Chair of the meeting will approve minutes.)