MINUTES OF MEETING

Unit: ___________________ Date: ___________ Time: _______

Place of Meeting: ___________________ Number Attending: ____

Project Discussed: _________________ Leader in Charge: _______________

Topic: ____________________________

__________________________________ called the meeting to order. Roll call was________________________.

The lesson was on ________________________________.
Minutes of the previous meeting were Approved/Unapproved.
Communications were ____________________________________________________________________________

Bills to be paid are ____________________________________________________________________________

Officers Reports were given by ________________________________________________________________

__________________________________________________________________________________________

Committee Reports were given by ______________________________________________________________

__________________________________________________________________________________________

Old Business - ______________________________________________________________________________

__________________________________________________________________________________________

New Business - ______________________________________________________________________________

__________________________________________________________________________________________

Announcements are: Next Meeting on___________________________

__________________________________________________________________________________________

Adjourn the Meeting

Approved _____________ Signed _______________ President ___________ Secretary

Date ________________