

Sample Meeting Agenda

I. Meeting called to order

II. Officers' Reports

(Each officer and committee chairperson should share any relevant information.)

III. Old Business

(Any topics, which have been discussed before, should be listed. Include the name of the person in charge of that item.)

IV. New Business

(Any topics, which have not been discussed before, should be listed.)

V. Open Forum

(Any relevant items not listed on the agenda should be discussed by the club membership.)

VI. Advisor's Comments

(Optional)

VII. Adjournment

***Bonus - Format For Meeting Minutes

I. The (date) meeting of the (club name) club was called to order by (name and office) at (time).
Members present included: (list all members present).

II. Officers' Reports

(Include a summary of each officer's report.)

III. Old Business

(Include a summary of the discussion on each topic of old business.)

IV. New Business

(Include a summary of the discussion on each topic of new business.)

V. Open Forum

(Include a summary of any discussion.)

VI. Advisor's Comments

(Include a summary of any advisor's comments.)

VII. The meeting was adjourned at (time).

**Make sure minutes include the names of people who initiate discussion and make or second motions.*



THE OHIO STATE UNIVERSITY

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