



BCITSA [Club Name]
Date, location, meeting type

Note: any motions made (major decisions that require a vote to approve), should be recorded in meeting minutes, along with who made the motion, who seconded, and the vote count. Whether the motion was carried or denied should be recorded.

1. Attendance

Meeting Chairperson:

Minute taker:

Attendees included [list attendee names].

Members not in attendance (optional)

2. Call to order and approval of minutes:

Minutes from the last meeting can be approved or amended here, and the time of meeting start can be recorded

3. Reports

Committees, Project Teams, or Executive updates can be submitted here

4. Old business

Updates on items discussed at last meeting

5. New business

Announcements, new items that need discussion, open discussion

6. Meeting adjourned

Time adjourned