Example Badminton Club Committee Meeting |MINUTES

Date| time [Date | time] | Meeting location

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 |

|  |
| --- |
| Attendees |

 |

# Agenda topics

Time allotted | [Time] | Agenda topic | Presenter [Name]

| Action items | Person responsible |  |
| --- | --- | --- |
| [Topic] | [Presenter] |  |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

| Conclusion action items | Person responsible |   |
| --- | --- | --- |
| No actions for the team |   |   |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

| Action items | Person responsible |  |
| --- | --- | --- |
| [Topic] | [Presenter] |   |

Time allotted | Agenda topic [Topic] | Presenter [Name]

| Conclusion Action items | Person responsible |   |
| --- | --- | --- |
|  | [Presenter] |   |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

| Action items | Person responsible |  |
| --- | --- | --- |
| [Topic] | [Presenter] |   |

AOCB:

Date of next meeting: