

# Club Meeting Memo

**Date:** [Insert date of the memo]

**To:** [Club members]

**From:** [Your name and title, e.g., Club President]

**Subject:** [Meeting topic, e.g., Upcoming Event, Membership Updates]

**Date of Meeting:** [Insert meeting date]

**Time:** [Insert meeting time]

**Location:** [Insert meeting location]

## Purpose of the Meeting

[Explain the goal of the meeting, such as planning an event, discussing membership, or organizing activities.]

## Agenda

1. Welcome and opening remarks
2. Updates on club activities
3. Event planning or fundraising discussions
4. New membership announcements
5. Any other business (AOB)

## Key Discussion Points

[Provide background on what will be discussed, like upcoming event details or financial updates.]

## Action Items

- [Task 1: Assigned to [Member]]
- [Task 2: Assigned to [Member]]

## **Expected Outcomes**

[List intended goals, like confirming event details or assigning tasks.]

## **Attachments**

[Include any relevant documents or schedules.]