### **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.]