**AGM Minutes**

**Club/Society:**

**Date:**

**Time:**

**Location:**

**Attendees:**

(Full names and student numbers of all members in attendance)

**Agenda:**

1. Agenda Point 1

(Information on Agenda Point, including any decisions made and any questions asked)

1. Agenda Point 2

(Information on Agenda Point, including any decisions made and any questions asked)

1. Agenda Point 3

(Information on Agenda Point, including any decisions made and any questions asked)

1. Agenda Point 4

(Information on Agenda Point, including any decisions made and any questions asked)

1. Agenda Point 5

(Information on Agenda Point, including any decisions made and any questions asked)

**Date of next meeting:**