



**Earl Warren Middle School
Minutes of Meetings**



At a minimum, the following information should be documented in the meeting minutes:

- ❖ Name of club holding the meeting
- ❖ Date, time, and place of the meeting
- ❖ Names of those in attendance
- ❖ What was discussed during the meeting
- ❖ What action was taken during the meeting, e.g., the budget was amended or the expenses were approved
- ❖ The results of any votes taken, including who made a motion and who seconded the motion
- ❖ Who prepared the minutes

At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the the previous meeting. The secretary should maintain a binder of all the approved minutes for the school year. See attached Minutes of Meetings form to be filled out for each session.

EWMS Club Meeting

Attendance

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.