

Simmons University 2022-2023

{Your Org Name Here}

Date and Time: 04 SEPTEMBER 20XX / 4:30 PM / ROOM 436

ATTENDEES

Wendy Writer, Ronny Reader, Abby Author

AGENDA

Last Meeting Follow-up

- ()

Advisor Updates

- ()

President Updates

- ()

VP Updates

- ()

Secretary Updates

- ()

Treasurer Updates

- ()

NOTES

- ()
- ()
- ()

ACTION ITEMS

1. President:
2. VP:
3. Secretary:
4. Treasurer:
5. Advisor:

NEXT WEEK'S AGENDA

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