**Minutes**

**(Officer Role) Forum**

**Date**

# Members in attendance:

Number of students who attended:

|  |  |  |
| --- | --- | --- |
| **Agenda** | **Item** | **Notes** |
|
| **Opening Remarks**  | The (Insert name of Officer) Officer went through what they have been working on so far this year.  |  |
| **Questions/Comments on Officer Update** | Questions On Officer presentation  |   |
| **Any other Questions**  |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
| **Finishing statement**  |  |  |
| **Tasks for Officer**  |  |