**COMMITTEE MEETING NOTES**

**Meeting Details:**

|  |  |
| --- | --- |
| **Team Name:** | [Event Committee] |
| **Date:** | [Date] |
| **Time:** | [Time] |
| **Venue:** | [Venue] |

**Attendee’s:**

|  |  |  |
| --- | --- | --- |
| [ ]  [Name] [Designation] |  | [ ]  [Name] [Designation] |
| [ ]  [Name] [Designation] | [ ]  [Name] [Designation] |
| [ ]  [Name] [Designation] | [ ]  [Name] [Designation] |
| [ ]  [Name] [Designation] | [ ]  [Name] [Designation] |

**Guest Attendance:**

|  |  |
| --- | --- |
| [Name] | [Affication] |
| [Name] | [Affication] |
| [Name] | [Affication] |
| [Name] | [Affication] |

**Budget and Financials:**

|  |  |  |
| --- | --- | --- |
| **Project** | **Total Budget** | **Resource** |
| [Project 1] | [Budget 1] | [Source of budget/ loan from] |
| [Project 2] | [Budget 2] | [Source of budget/ loan from] |
| [Project 3] | [Budget 3] | [Source of budget/ loan from] |

**Next Meeting:**

|  |  |  |
| --- | --- | --- |
| **Date:** | [Date] | **Submitted by:** [Name of person taking meeting notes] |
| **Time:** | [Time] | **Approved by:** [Name of person who approves meeting minutes] |
| **Venue:** | [Venue] |