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Form J

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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College  Extra-curricular Activities Department  Minutes of \_\_\_\_\_\_\_\_\_\_ Meeting 2019-20 |

**Part I: Meeting Specifics**

|  |  |
| --- | --- |
| Club / Organization: |  |
| Date: |  |
| Venue: |  |
| Time: |  |
| Objective: |  |

**Part II: Attendees Present**

|  |  |
| --- | --- |
| Chairperson: |  |
| Secretary: |  |
| Present: | |  |  |  | | --- | --- | --- | | Name | Class (Class No.) | Position | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| Apologies: |  |

**Part III: Agenda**

The following were discussed in the meeting:

**New business:** (Upcoming events, New Ideas, Review of Calendar)

**When is next meeting/event:**

**Adjournment:** The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [time].

Respectfully Submitted by, Approved by,

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Student Name][Class][No.]  Student-in-Charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Teacher Name]  Teacher-in-Charge |