



Agenda

1. Opening Ceremony
2. Call to Order
3. Reports
 - Officers
 - Standing Committees
 - Special Committees
4. Unfinished Business
5. New Business
6. Closing Ceremony
7. Adjournment



FCCLA MEETING MINUTES TEMPLATE

_____, FCCLA Chapter

Date: _____

Meeting Location: _____

The Meeting was called to order at: _____ : _____ by _____

Number of Members Present: _____

Number of Parents of Guests Present: _____

Treasurer's Report:

Committee Reports:

First Report:

Notes:

Additional Discussion Points:

Decision/s:

Second Report:

Notes:

Additional Discussion Points:

Decision/s:

Unfinished Business:

First Agenda Item:

Notes:

Additional Discussion Points:

Decision/s:

Second Agenda Item:

Notes:

Additional Discussion Points:

Decision/s:

New Business:

First Agenda Item:

Notes:

Additional Discussion Points:

Decision/s:

Second Agenda Item:

Notes:

Additional Discussion Points:

Decision/s:

The meeting adjourned at ____:____.

Submitted by _____