**Minutes of the Rotaract Club of XXXX**

**Present**

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| **Name** | **Position** | **Club** |
| XXX | XXXX | XXX |
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**Absent with apologies**

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| XXX | XXXX | XXX |
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|  |  | **MEETING MINUTES** | **ACTION BY:** |
|  |  |  |  |
| 1. | **(MEETING AGENDA TOPIC 1)** | |  |
|  |  | |  |
| 1.1 | XXXX (Items discussed) | | All to note |
|  |  |  |  |
| 2. | **(MEETING AGENDA TOPIC 2)** | |  |
|  |  | |  |
| 2.1 | XXXX (Items discussed) | | All to note |
|  |  |  |  |
| 3. | **(MEETING AGENDA TOPIC 2)** | |  |
|  |  | |  |
| 3.1 | XXXX (Items discussed) | | All to note |
|  |  |  |  |
| 3.2 | XXXX (Items discussed) | | All to note |