General Meeting Minutes Template

**(EXAMPLE ACTIVITY) committee meeting**

**27 September 2021 via Microsoft Teams video meeting**

**Opening**

The meeting was opened by President (Person A) at 2:00 PM.

**Attendance**

All members of the committee were present.

* Person A, president
* Person B, vice president
* Person C, secretary
* Person D, treasurer
* Person E, social secretary

**Agenda**

The agenda was submitted ahead of the meeting and approved by the committee.

1. Activity
   1. Pics for social media
   2. Tickets
2. Guest Speaker
   1. Questions
3. Collab event
4. AUSA Training
5. Other business

**Business from previous meeting**

All committee members approve of the previous meeting minutes.

**Progression of meeting**

1. Activity

1.1. Pics for social media

* We need to ask attendants to take pictures to maybe post it online
* What platform should we use to host it?
  + Decision on Microsoft Teams
* Activity will take place October 5th
  + Person A will send a note about this in the tomorrow. They will also remind the attendants of the first social gathering on Friday.
* A suggestion is put forward for post-social chat
  + Approved by committee
* It is decided that the social gatherings will take place at 5 PM.

1.2. Tickets

* President will edit AUSA page to include link for tickets

2. Guest Speaker

* Social Secretary needs to post about it on social media for promotion
  + They will also share event with AUSA to promote
* The Careers Service have agreed to put the event in their calendar
* Person E will post the event in the Facebook Group in a few days
* Person E requests one or two committee members to help out with the promotion of the event
  + Person B and Person A volunteer
* All committee members are encouraged to post about Guest Speaker on Instagram

2.1. Questions

* Person E will lead the conversation, with the rest of the committee backing up when needed and in the Q&A
* Person E encourages the rest of the committee to add any questions that come to mind into Google Doc

3. Collab Event

* We have been approached by the New Society to host a joint event at some point, after the Guest Speaker event
* The committee agrees that it’s better to do it separate from a regular session
* Suggestions of what we might do for an event: Netflix Party, a quiz, a talk?
* It is suggested that we host the event in the week commencing 22 or 29 November.

4. AUSA Training

* Person B attended and presents the important information to the committee:
  + Point A
  + Point B
  + Point C
* Key dates:
  + Re-affiliation deadline- 1 Sep
  + Freshers- 13-26 Sep

**Adjournment**

The meeting was adjourned at 3:50 PM. The next meeting is TBC.

**Minutes submitted by:** Person C, secretary

**Minutes approved by:**

* Person C, treasurer
* Person B, vice president
* Person E, social secretary
* Person A, president