**Club – Meeting Minutes Template**

**Esports Club Meeting Minutes**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** Discord

**Meeting Called By:** [Name of Person Who Called the Meeting]

**Facilitator:** [Name of Person Leading the Meeting] (**Chairperson**)

**Note Taker:** [Name of Person Taking Notes] (**Secretary**)

**Attendees:**

1. [Name]
2. [Name]
3. [Name] (Continue as needed)

**Absent:**

1. [Name]
2. [Name] (Continue as needed)

**Agenda:**

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3] (Continue as needed)

**Meeting Minutes:**

**1. Call to Order:**

* The meeting was called to order by [Facilitator's Name] at [Time].

**2. Approval of Previous Meeting Minutes:**

* The minutes of the previous meeting held on [Date] were [approved/approved with amendments].

**3. Agenda Items:**

**Item 1: [Title of Agenda Item]**

* **Discussion:**
  + [Summarize the discussion]
* **Decisions Made:**
  + [Summarize decisions made]
* **Action Items:**
  + [Action Item 1] - Assigned to [Name] - Due by [Date]
  + [Action Item 2] - Assigned to [Name] - Due by [Date]

**Item 2: [Title of Agenda Item]**

* **Discussion:**
  + [Summarize the discussion]
* **Decisions Made:**
  + [Summarize decisions made]
* **Action Items:**
  + [Action Item 1] - Assigned to [Name] - Due by [Date]
  + [Action Item 2] - Assigned to [Name] - Due by [Date]

(Continue as needed)

**4. Other Business:**

* [Summarize any other business discussed]

**5. Next Meeting:**

* The next meeting is scheduled for [Date] at [Time] at [Location/Online Platform].

**6. Adjournment:**

* The meeting was adjourned at [Time] by [Facilitator's Name].