

MORRISVILLE STATE COLLEGE
SGO Minute Guidelines

1. Heading
 - a. Name of the Club
 - b. Date meeting held and month should also be on the top of the page
2. Attendance
 - a. Members
 - b. Non-members
 - c. Executive Board
 - d. Advisor(s)
3. Meeting Agenda
4. Format
 - a. Documentation of the discussed matters
 - b. Quotes and Names should be included
 - c. Duration of the meeting(s) should be included
5. Names
 - a. President or Vice President
 - b. Secretary
 - c. Advisor(s)

NOTE:

All minutes of the preceding month must be typed and are due to the first Monday of each month.