SUNY Morrisville 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 SGO meeting of each month.