**Honor Society Name**

**Location of Meeting**

**Date and Time**

|  |  |  |
| --- | --- | --- |
| **Present:** |  | |
| **Absent:** |  | |
|  | | |
| **Agenda Item** | **Discussion** | **Action** |
|  |  |  |
|  |  |  |
|  |  |  |
| Next Meeting: |  |  |

Minutes recorded and submitted by: (Name of Secretary or other person who kept minutes)