**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)