

WEEKLY MEETING

No _____ Held on _____ time _____ at _____

Called to order by: _____

NATIONAL ANTHEM

Minutes confirmation: - _____

Welcome of guests: _____

Meeting Agenda: - _____

SECRETARIAL ANNOUNCEMENTS:

Birthday Greetings to _____

Wedding Anniversaries to _____

Recognitions _____

Mails received: _____

Bulletins received: _____

Mails sent: _____

Club Project discussions/report: _____

[illegible]

Financial matters: _____

Other Club's Project discussions/report: _____

Address by Guest Speaker/Chief Guest (if any) _____

Question and Answer session _____

Formal Vote of thanks to the Guest Speaker/Chief Guest _____

Other discussions: _____

Sergeant-at-Arms Report:

Members Present:	Prospective Members:	Guests:	Visiting Rotaractors:	Rotarians:
Sunshine Collected: Rs.	Fines: Rs.			
Terminated at:	By:			

Next Meeting: _____

Signatures:

President:

Secretary:

Rotaract Committee Chairman: