**BOOK CLUB MEETING**

**Meeting Details**

|  |  |
| --- | --- |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |

**Purpose of Meeting:**

**Attendees**

Logan

Megan,

Susan

Sam

Ralph

[Name]
[Name]

[Name]
[Name]

[Name]

**Agenda**

**[Call to Order]**

**[Approval of the Agenda]**

**[Approval of the Minutes]**

[Review of Financial Reports]

[Executive Director's Report]

[Committee Reports]

**Objective**

* Monthly discussion of book.
* This week, it’s Positioning by Al Ries and Jack Trout.
* Assign leader to ask discussion questions and have lengthy discussion.

**Schedule**

|  |  |
| --- | --- |
| **Time** | **Schedule** |
| 6:00 to 7:00: | Welcome; appetizers and cocktails served |
| 7:00 to 7:15: | Give overview of book |
| 7:15 to 8:00: | Book discussion |
| 8:00-8:15: | Introduction of next book |
| 8:15-8:30: | Wrap Up |

**Roles/Responsibilities**

* Food set-up: Ralph
* Discussion questions: Logan

**Announcements**

* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]

**Comment**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**[comments]**

**Adjournment**

**Next meeting date**: [Date]