



Universiti Tunku Abdul Rahman

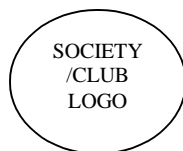
Form Title : **NOTICE OF MEETING FORMAT**

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**NAME OF SOCIETY/CLUB
(CAMPUS)**

Date:

To

Name	-	Chairman
Name	-	Vice Chairman
Name	-	Treasurer
Name	-	Assistant Treasurer
Name	-	Assistant Secretary
Name	-	Committee Member
Name	-	Committee Member
Name	-	Committee Member
Name	-	Committee Member
Name	-	Advisor
Name	-	Co-Advisor

By Invitation

(if applicable e.g. co-opted to participate in certain issue/project brought up in one of the agendas)

Name

Name

NOTICE OF MEETING

Notice is hereby given that the Meeting of the <no. of > <Name of Society/Club> Meeting will be held on <Day>, <Date>, at <Time> in the <Room No.> <Name of Faculty>, Universiti Tunku Abdul Rahman, <Address>.

No. Agenda

1. Confirmation of minutes (subsequent to the previous)
2. Matters Arising (from the previous meeting)
3. Agenda/issue
4. Agenda/issue
5. etc.
6. Any other matters

(Signature)

<Name of Secretary>