



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

Date:

**To**

- Name - Chairman
- Name - Vice Chairman
- Name - Treasurer
- Name - Assistant Treasurer
- Name - Assistant Secretary
- 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>