

RMIT XXXX Club |MINUTES

Meeting | time DD/MM/YYY XX:XX –XX:XX PM | Meeting location XXXX

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| Meeting called by | [Name] |
| Type of meeting | [Purpose] |
| Facilitator | [Name] |
| Note taker | [Name] |
| Timekeeper |  |
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| Attendees |

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# Agenda topics

Time allotted | 10 mins | Agenda topic RMIT XXXX Club Bank Account Signatories | Presenter XXXX

| Action items | Person responsible | Deadline |
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| FinanceName: **RMIT XXXX Club**  BSB: 063-262 Account Number: XXXX XXXXThe bank account signatories for the above mentioned account for YYY and beyond are;Jack Arnold (RMIT Staff / full account access including NetBank)\*if requiredXXXX XXXX (Club President) / full account access including Netbank)XXXX XXXX (Club Treasurer) / full account access including Netbank)XXXX XXXX (Club Secretary) / full account access including Netbank)The account will be set up as two to sign. | XXXX XXXXXXXX XXXX | - XXXX XX YYYY- XXXX XX YYYY |