Carnegie Mellon | Alumni

Meeting Minutes Report

To be returned to the Office of Alumni Relations to summarize a chapter meeting.

Chapter Name: _____
Chapter Liaison: _____
Submitted By: _____
Email: _____

Meeting Information:
Meeting Name: _____
Date: _____
Attendees *(attach attendance sheet)*: _____

Meeting Agenda: *(Attach and list any additional notes in this sheet)*

Action Items: *(Please list any assignments to be completed and who is taking leadership)*

Please fax this form to 412-268-7239, or mail to your chapter liaison at:
Carnegie Mellon Office of Alumni Relations, 6 PPG Place, 14th Floor, Pittsburgh, PA 15222-5409.