

Student Name _____ **Instructor** _____ **Class** _____ **Section** _____

Guidelines:

1. No more than three meetings of one organization.
2. A student may not sign their own sheet, even if they are an officer for the organizational meeting.
3. Your written summary must concisely summarize the meeting, identify the speaker and company/organization represented, and must be legible. One sentence descriptions will not be accepted.

Organization Name: Printed Name of Society Officer: Signature of Society Officer: Summary:	Date of Meeting: Location of Meeting: Printed Name of Speaker:
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