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## Introduction

Most student clubs have meetings, but rarely do all of the members attend. One of the largest reasons for this is the lack effectiveness. Meetings

7. Keep conversation focused on the topic. Feel free to ask for only constructive and non-repetitive comments
8. Keep minutes of the meeting for future reference in case a question or problem arises
9. Admit mistakes
10. Summarize agreements reached and end the meeting on a unifying or positive note
11. Set a date, time and place for the next meeting

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- Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory
- Discuss any problems during the meeting with other officers; come up with ways improvements can be made
- Follow-up and see that all members understand and carry-out their responsibilities
- Give recognition and appreciation to

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