



5	<b>Meeting closed</b> [insert time]
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<b>Minute taker:</b>	
<b>Signature and date</b>	
<b>Chairperson/ President name:</b>	
<b>Signature and date:</b>	

**Attachments:**

- SGM Notice/Agenda
- Supporting documents for resolutions

*This template is an example only. Check your constitution and any legislation that applies to find out whether you need to make any changes to this template before using it.*