

Meeting Minutes Template:

Meeting Title:			
Date:			
Attendees:			
Absentees:			
Plans:			Remarks
Action Plan:	In charge	Deadline	Status

Email Template:

Hey BioSoc!

Want to add a personal touch to your lab coat? BioSoc's got you covered with an embroidery session on day/month/year! All materials provided, no experience needed, and we'll have XX to guide you through the basics. Just show up with your labcoat and let your creativity do the job!

Details:

Date:

Time:

Location:

Price:

Sign up [here!](#)

Slots run out fast, so grab a friend and sign up now!

Feel free to reach out if you have any questions!

Crafting away,

Eileen Li

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Thank you for reading! If you have made the effort to read through this, might as well vote me for BioSoc Secretary right....? :p