

【Club ○○ – Club ○○】 Buddy Club Meeting Minutes

I. Basic Information

- (I) Joint Activity Title :
(II) Meeting Date :
(III) Meeting Time :
(IV) Meeting Format : ☐In-person ☐Online ☐Hybrid
(V) Chairperson :
(VI) Minute Taker :

II. Participating Clubs and Attendees

Club Name	Position	Attendee Name

III. Meeting Summary

(Briefly summarize the key discussion points, e.g., activity planning, schedule, task allocation, etc.)

IV. Cross-Cultural Collaboration and Task Allocation (Required)

(Describe how the partner clubs collaborate, including language used, handling of cultural differences, main responsibilities, coordination methods, etc.)

V. Meeting Decisions and Follow-Up Actions

(I) Decisions :

(II) Follow-up Tasks :

VI. Confirmation by Club Seal

The participating clubs confirm that the above meeting minutes are accurate and agree to jointly implement the collaborative activity in accordance with the meeting resolutions. Each club shall affix its official club seal below as confirmation.

President's Signature :	President's Signature :
Club Seal :	Club Seal :
Date :	Date :

※This document may serve as **supporting evidence for subsidy application and reimbursement**. Please keep it properly.