

## Minutes of Meeting.

Meeting minutes can be defined as written or recorded documentation that is used to inform people of what happened during the meeting and define the next step planned. It is a written or recorded documentation that is used to inform attendees and non attendees about what was discussed or what happened during a meeting.

To write effective meeting minutes you should include:

1. The names of the participants
2. Agenda items → (list of items to be discussed at a formal meeting)
3. Calendar or due dates
4. Actions or tasks
5. The main points
6. Decisions made by the participants
7. Record what is the most important points
8. Future decisions
9. Documents: images, attached files

## Things To Do.

**Before the meeting:** you need to prepare the different topics to be addressed during the meeting, noting what you know about them in order to save time and to be able to focus on important topics during the meeting. ~~If not, you might end up on the margins of the meeting being too busy taking notes.~~

↳ prep  
↳ time saving  
↳ know how  
↳ focus

**During the meeting:** meeting minutes are an effective contributor to successful meetings, yet they need to be appropriately written and distributed in time. The main problem with reports is that they take a long time to be written down properly, and that they must be sent quickly after the meetings to let everyone know their next projects or actions.

tasks, participant, deadline

You need to build your notes as the meeting progresses: a good way of organizing your note-taking is to differentiate actions from remarks as well as noting the different actions per person with a deadline.

**After the meeting:** type out your notes in a logical manner and not chronologically. It needs to be organized to be sent out to your colleagues. Also, adding a short summary organized per person and per project at the end of the minutes helps your colleagues quickly glance at the minutes and spot the actions they need to realize within seconds.

sequence or order  
→ logical  
→ summary  
→ spot their duties.



## The Main Parts of Meeting Minutes.

Many organizations use a standard template or a special format for keeping minutes, and the order of the parts may vary.

**Heading**—The name of the committee (or business unit) and the date, location, and starting time of the meeting.

**Participants**—The name of the person conducting the meeting along with the names of all those who attended the meeting (including guests) and those who were excused from attending. (*minute taker + attendees*)

**Action items**—A report on each topic discussed at the meeting. This can include unfinished business from the previous meeting. (For each item, note the subject of the discussion, the name of the person who led the discussion, and any decisions that may have been reached.) *→ recap of previous meeting*

**Announcements**—A report on any announcements made by participants, including proposed agenda items for the next meeting. (*precap*)

**Next Meeting**—A note on where and when the next meeting will be held.

*break off* **Adjournment**—A note on the time the meeting ended.

**Signature line**—The name of the person who prepared the minutes and the date they were submitted.

*(The court is adjourned.)*



**Format.**

**Name of the Organization:** \_\_\_\_\_

**Purpose of the Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Members Present:**

1.

2.

3.

**Members Absent:**

1.

2.

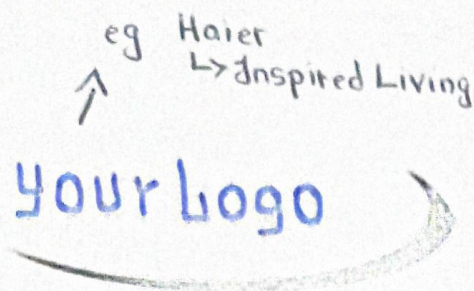
3.

**Meeting Created by:** \_\_\_\_\_

Agenda/Topic	Action	Discussion

**Minute Taker:** \_\_\_\_\_





## [MEETING TITLE] MINUTES

DATE : Thursday, March 3, 2016

TIME : 10:30 AM

LOCATION : Conference Room B

MEETING CREATED BY: Sara Hudson  
TYPE OF MEETING Purpose  
FACILITATOR Sara Hudson

MINUTE TAKER Anna James  
TIME KEEPER Steve Hart

### ATTENDEES PRESENT

Sara Hudson	Steve Hart
Steve Hart	Sara Hudson
Sara Hudson	Steve Hart

Sara Hudson	Steve Hart
Steve Hart	Sara Hudson
Sara Hudson	Steve Hart

### AGENDA TOPICS

[Agenda Topic Here]

TIME ALLOCATED: 5 min

Discussion: Remarks

Conclusion: Remarks

PRESENTED BY: Anna James

### ACTIONS

[Action Topic Here]

[Action Topic Here]

<u>ACTION TO BE TAKEN BY</u>	<u>DATE TO BE ACTIONED BY</u>
Ken Smith	Friday, April 22, 2016, 1:00 PM
Ken Smith	Friday, April 22, 2016, 1:00 PM