MEETING MINUTES

What are meeting minutes?

- A written record of what was said and done at a meeting.
- Provides a transparent memorialization of the facts, ensuring both attendees and non-attendees are informed about what occurred.

Why do you need them?

Record Keeping:
Serve as the official record of discussions, decisions, and votes, useful for legal, audit, and reference purposes.

Event Chronology:
Provide a sequential record of the group's discussions and decisions.

Detail Documentation:
Captures key discussion points, reviewed reports, proposed actions, and future agenda items.

Progress Tracking:
Records crucial project details, enabling performance tracking and comparison.

Most important parts

- **Date** of meeting.
- **Time** meeting took place.
- **Location** - venue or online platform.
- **Participants** - names of attendees and list of regrets received.
- **Topics Discussed.**
- **Motions** - proposals put forward.
- **Voting Outcomes** - results of votes.
- **Action Items** - tasks for completion as a result of discussions or decisions.

Quick tips

- **Only include facts:** Maintain impartiality by presenting information in a neutral and balanced manner.
- **Use clear language and simple sentences:** Include highlights of discussions keeping minutes concise to ensure the record accurately reflects the intent of the decision made.
- **Keep minutes consistent:** Use a template to keep notes uniform as well as easy to read and understand.
- **Record all action items:** Summarize action items into a list at the end of the document and assign responsibility for the action.
- **Approve previous minutes:** Minutes of one meeting are normally approved at the next regular meeting. Minutes are considered *draft* until the members approve them.
- **Format:** see "*Basic Minutes Template*" or "*Department Meeting Minutes Template*"