

Meeting Minutes

Meetings can range from heated debates to excruciatingly boring reports, but either way, it is necessary to document them with good meeting minutes. If this task goes to you, you need to know the proper way to write meeting minutes for your own records as well as the others who attend.

Preparing to Take Meeting Minutes

Step 1 In order to write good meeting minutes, you must take careful notes during the meeting. Write down all important things said, who said them, and what future action is agreed to be taken.

The easiest approach is to take notes based on the agenda items. Record the main discussion points for each item. Record any final decisions that are made. Record any items that need to be discussed or voted on at the next meeting. Record the date of the next meeting.

Writing the Meeting Minutes

Step 2 When you are ready to prepare the minutes, first list the time, date and place that the meeting occurred.

Step 3 Next, list all the members of the meeting in attendance as well as their appropriate titles. If any members are absent, note that. Also make sure to list your own name as the one preparing the minutes.

Step 4 Note if the previous meeting minutes were approved, and any amendments that were made, if necessary.

Step 5 For each item on the agenda, note which points were discussed and what decisions were made. Be sure to attribute actions to the appropriate person.

If the meeting follows Roberts Rules of Order, be sure to record who makes a motion, what the motion is, who seconds the motion and the results of the vote. Write unanimous or the vote for and against. You should record who voted for and who voted against if the vote is not unanimous.

Once the Minutes Have Been Completed

Step 6 When you are finished, submit the meeting minutes for approval. Once approved, submit completed minutes to the members, whether it is by email, fax, or mail at the same time the next meeting's agenda is sent. Try to provide minutes before the next meeting so that members have an opportunity to read through them ahead of time.

Step 7 At the next meeting the chairperson or president calls for the minutes to be approved, asks if any corrections need to be made, accepts any valid corrections and announces that they have been approved.

Additional Tips for Writing Good Meeting Minutes

- The board should decide on a system for making amendments to the official minutes, perhaps by approving the previous meeting's minutes at the beginning of the next meeting.
- Type meeting minutes as soon as possible after the meeting so you don't forget any important details.
- Take minutes at advisory meetings, committee and sub-committee meetings, special meetings, and other groups affiliated with the organization and its mission and goals.

References:

Gray, Dorian. "How to Write Meeting Minutes." eHow. 20 Apr. 2010. <http://www.ehow.com/how_5159926_write-meeting-minutes.html>.