

Minutes of Meeting

Minutes are the formal record of what was decided at the meeting. They also tell you who was present. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken. The minutes of a meeting are usually taken by a designated member of the group. Their task is to provide an accurate record of what transpired during the meeting.

Steps Involved in Recording Meeting Minutes

There are five main steps involved in recording the minutes of a meeting. They are:

- Pre-planning
- Record-taking
- Writing or transcribing the minutes
- Sharing meeting minutes
- Filing or storage of minutes for referencing in the future

Pre-Planning

If a meeting is well-planned in advance, taking minutes will be a lot easier. That said, the chairperson and the secretary or minutes-recorder should work together to determine the agenda of the meeting beforehand. For example, the person recording minutes could work with the chair to draft a document that will serve as an agenda and provide the format for the meeting.

Meeting Agenda

The meeting agenda will serve as a guide for how to take notes and prepare the minutes. In addition, the agenda also includes other details, which need to be incorporated in the minutes. They include:

- Names of all the members present – includes guests and speakers
- Documents that may be handed out as the meeting progresses, such as copies of a list of proposals to be voted on

Expectations

When an individual is chosen as the minutes recorder, it's important for them to know what is expected of them. Therefore, the individual should approach the chair of the committee and ask what their role in the meeting will be.

What to Include in Minutes of Meeting

Before recording any details, a designated minutes recorder should familiarize themselves with the type of information that they should record. The minutes of a meeting typically include the following details:

- Date and time the meeting happened
- Names of attendees, as well as absent participants
- Acceptance of, or amendments made to, the previous meeting's minutes
- Decisions made regarding each item on the agenda, such as:
 - Activities undertaken or agreed upon

- Next steps
- Outcomes of elections
- Motions accepted or rejected
- New business
- Date and time of the next meeting