



# MINUTES OF A MEETING

LECTURER - CAROLINE CAHILL



## NEED FOR MEETING MINUTES:

### RECORD WHAT WAS DONE IN THE MEETING

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- Keep track of work
- Remember what was said
- Future actions
  - Project meeting
  - Planned tasks



# STEPS

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- Preparing in advance
  - Writing the notes
  - Re-writing to ensure they're readable
  - Saving/Sharing
- FOCUS ON:
  - Facts
  - Problems
  - Decisions
  - Actions
  - Q&A's

# PREPARE (BEFOREHAND!)

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- Write the **agenda**
  - Put into meeting notes before meeting
- Share so others know structure of meeting

**To:** A. Booth, A. Sosa, C. Cahill, C. Dillon, D. Devaney, E. Owens, M. Pedini,  
N. McCarthy, T. Grant.  
Student Reps: Niall Doherty (Year 1), Padraic O'Leary (Year 2)  
Ian Hutchinson (Year 3)

**CC:** Orla O'Donovan, Eleanor Kent

**From:** Tom Kent

**Re:** **PROGRAMME BOARD MEETING**

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Colleagues,

A Programme Board Meeting will be held on **Fri, 12 March, 2021 at 14:00 p.m. on Zoom** for the BSc in Forestry programme.

## AGENDA

- 1 Welcome and introductions
- 2 Matters arising from the minutes of the last meeting
- 3 Specific issues of concern to students
- 4 Feedback from student representatives and issues arising
- 5 Key dates – Earth Science Fieldtrip, Setting the Sem 2. Departmental deadline

# PREPARE

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Create a **template** of how notes should look

- Title
- Date
- Venue
- Participants: have a list ready with *who's expected* to attend.

## **Semester 1 Programme Board Meeting**

### **BSc in Forestry**

Date: 22 October 2021  
Venue: Zoom  
Time: 15:15 p.m.

Attendees: Orla O'Donovan, Tom Kent, Adriene Booth, Amanda Sosa, Anne Daly-Walsh, Caroline Cahill, Michael Pedini, Nick McCarthy.

Apologies: Cara Daly, Damien Fewer, David Devaney, Denise O'Meara, Eleanor Kent.

Student Representative: (Year 1), (Year 2), (Year 3).



# PREPARE

- Should you communicate anything before the meeting?

Re: FORESTRY - Prog. Board minutes



Nan O'Brien <NOBRIEN@wit.ie>

04/06/2021 13:59

To: Tom Kent; Adriene Booth; Amanda Sosa; Anne Daly Walsh; Bill Keogh; Cara Daly; Caroline Cahill; Colin Di... 

[Save all attachments](#)



FORESTRY MINUTES...  
759.2 KB



FORESTRY Sem. 1 Prog. Board...  
235.27 KB

Hello,

Please find attached a copy of the Prog Board **minutes** for this academic term in advance of next Wednesday's Prog. Board Development meeting.

Kind Regards,

*Nan*



# WRITE IT UP: DIGITALLY

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- Focus on facts
  - What were the main actions
- Focus on decisions/problems
  - This will be share so everyone is aware
  - Others attending can think about how problems with a view to generating ideas on how to resolve
- Record (Write down) what was agreed on and by whom



# AFTER THE MEETING: SUMMARISE

## Semester 1 Programme Board Meeting

### BSc in Forestry

Date: 22 October 2021  
Venue: Zoom  
Time: 15:15 p.m.

Attendees: Orla O'Donovan, Tom Kent, Adriene Booth, Amanda Sosa, Anne Daly-Walsh, Caroline Cahill, Michael Pedini, Nick McCarthy.

Apologies: Cara Daly, Damien Fewer, David Devaney, Denise O'Meara, Eleanor Kent.

Student Representative: . (Year 1), (Year 2), (Year 3).

#	Item Discussed	Outcome	Actions
1.	<b>Welcome and introductions</b>	Tom welcomed everyone to the first meeting of the term and introduced the student reps – (Year 1) and (Year 3).	
2.	<b>Adoption of Agenda</b>	The agenda was adopted.	
3.	<b>Specific issues of concern to students –</b>  <b>(i) Setting the Departmental deadline</b>	<i>Year 1</i> The students are settling in ok and everything is going well so far.  <i>Year 3</i> - The students asked would the Skills Training Courses be provided this year.	

# ACTIONS

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- Document actions/questions – capture just enough to make it understandable!
- Associate a person and a deadline for completion
- Capture answers

11.	Assessment of resource requirements	agreed to be assigned to it and we hope to have it available next year. More updates will follow after the these meetings.	
12.	A.O.B.	<p>- Orla confirmed that the Semester 1 exams will be held on campus. The exam timetable is work in progress at the moment and will be available in the coming weeks.</p> <p>At some of the recent prog. board meetings, some students were concerned</p>	<b>ACTIONED: The Registrar circulated an e-mail to all staff and students.</b>

# CHECK EVERYTHING!!

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- While meeting is going on, it might not be perfect/legible sentences/shorthand
- Clarify
- Spell check
- Do ASAP
- Summarise as much as possible
- Bullet points
- These will be held for future reference so keep short & concise
- BE CLEAR
  - What action, why, by who, deadline
  - Can't be misinterpreted!



# COMMUNICATE

**From:** [Nan O'Brien](#)  
**Sent:** 18 December 2020 17:13  
**To:** [Tom Kent](#); [Adriene Booth](#); [Caroline Cahill](#);  
**Cc:** [Orla O'Donovan](#); [Eleanor Kent](#)  
**Subject:** RE: Minutes of the Sem. 1 Prog Board meeting (FORESTRY)

Hello,

Please find attached the minutes of the recent Programme Board meeting (BSc in Forestry) for your attention. The main concern of \_\_\_\_\_ has been addressed and students have since been informed via email on 6<sup>th</sup> Oct 2022

Kind Regards,

*Nan*

- Searchable filenames



Nan O'Brien <NOBRIEN@wit.ie>

03/12/2021 15:22

To: Tom Kent; Adriene Booth; Amanda Sosa; Ann



Minutes (22.10.2021).pdf

391.02 KB

## Re: FORESTRY Sem. 1 Programme Board Minutes



Nan O'Brien <NOBRIEN@wit.ie>

03/12/2021 15:22



To: Tom Kent; Adriene Booth; Amanda Sosa; Anne Daly Walsh; Cara Daly; C...



Minutes (22.10.2021).pdf  
391.02 KB

Hello,

Please find attached the draft minutes from the recent meeting of the BSc in Forestry programme. The minutes are stored in the Dept of Science folder on the One Drive - [ACADEMIC TERM 2021-2022](#)

Kind Regards,

Nan

# HOMEWORK (20%)

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- STEP 1

- Watch the meeting online to get the general idea of its contents
- For the purpose of this homework exercise and writing up the associated required material, let's assume these meetings are always held on the last Friday of the month and the venue is always the SETU boardroom.

- STEP 2:

- Watch and listen again to the meeting and complete the following documentation:

**(PART 1) Write agenda (7%)**

- Send an email to myself [caroline.cahill@setu.ie](mailto:caroline.cahill@setu.ie) attaching the meeting agenda (created in MS Word) with the subject line: "Meeting Agenda".

You should also **CC** this email to yourself via your own student email.

**(PART 2) Hand Write the initial meeting minutes (5%)**

- Create a template for handwriting the meeting minutes
- Pen & paper at the ready - write up the minutes of the meeting

Take a photo of this handwritten page with your phone and submit this image to Moodle

**(PART 3) Amend and prepare the final meeting minutes (8%)**

- Using MS Word, write up the minutes digitally, making use of tables or tabs in MS Word ensuring to capture the essence of the meeting as per your class notes.
- Again, send a second email to myself [caroline.cahill@setu.ie](mailto:caroline.cahill@setu.ie) attaching the meeting minutes with the subject line: "Meeting Minutes".

You should also **CC** this email to yourself via your own student email.