

CORNING-PAINTED POST STUDENT COUNCIL 2017-18

The Art of Writing Minutes

Adapted from mycommittee.com's Art of Writing Minutes

Writing Up Clear Minutes

1. Take clear notes during the meeting.
2. Include key statements during the meeting in the minutes, not every word.
3. Summary (key statements) items should stand out from the rest of the minutes
4. Write a brief summary at the end.

What Do the Minutes Contain?

1. Time, Date, and Place of meeting
2. List of people who attended the meeting (sign in sheet included)
3. List of people who gave their regrets (notified they would miss meeting before hand)
4. List of people absent who did not give regrets (did not notify before)
5. For each item, principal points discussed and decisions taken.
6. Time, date, and place of the next meeting
7. Name and position of person taking minutes

Tips

Prepare an outline based on the agenda beforehand (see sample minutes page).

Ask for introductions of unfamiliar people.

Keep minutes brief and concise.

When a member is asked to perform a task, record an Action Point to make verification during the next meeting easy.

Write minutes as the meeting happens.

For more info, consider looking up "Roberts Rules of Order."