Minutes of Meetings

> ## PURPOSE
> *Minutes are produced to record and communicate decisions made by groups of people in face-to-face meetings.*
>
> ## DESCRIPTION
> *Minutes are a summary of decisions made in a meeting. They also include the names of person/s responsible for agreed action/s.*

Layout/ Presentation

The minutes must be in ink and include:

1. when and where the meeting took place
2. who was present and absent
3. the reason for the meeting
4. what was discussed, decided and who is responsible for agreed action
5. textbook references if appropriate
6. the date of next meeting
7. when the meeting closed
8. signatures of all present to indicate accuracy and agreement to the minutes.

Running Meetings

Remember to have an agenda prepared before the meeting which lists items to cover. This can be decided at the end of the previous meeting or before the meeting begins.

Try rotating the duties of chair and minute taker so every member of the group gains experience and contributes.

During the meeting, the chairperson announces the items on the agenda, assists the group in staying on track and makes sure everyone participates. For example, the chair would summarise the discussion if it has gone on too long or the group appears to be sidetracked. "So, what we have said so far is . . .".

When discussing an item make constructive comments on the idea rather than focusing on the person.

Minutes of a Meeting of Group 14

Held on 17th April 1996 at the Mechanical Engineering Lawn

Starting at 1 pm

committee or group name

what the meeting is to achieve

when and where

Reasons for Meeting:

1. Discuss ideas on the 'Draft Teaching Policy' and lay guidelines for a group report.
2. Provide peer reviews for the memos written by team members.
3. Organise plan for next task.

who was there (identify chair and secretary)

Present: Joanne Kim (chair) , Mark Hewitt (secretary), Frances Mathera, Mark Bloshetti, Tam Yew Lam, Paul Hosking, Danielle Lucas.

Apologies: None

who was not there

Absent: None

you could also have an 'Action' column

minutes

- *topics discussed*
- *decisions made*
- *who is allocated the tasks*

Teaching Policy

	Action
The reviews of the teaching policy were read and compared by the group. It was decided that the following points should be noted.	
• The teaching policy successfully achieves its goal of providing clear standards for the students and staff of the Mechanical Engineering faculty.	TYL
• A few minor amendments are needed to the first page.	
• A note should be made of the 'ideal' nature of the second section and the difficulty some students and staff will have following all standards mentioned.	DL
• A few minor additions to this section would be proposed.	

Put initials or names

The Safety Notice

Should be a different colour–the safety lines on the floors should be mentioned. It is clear and concise in its current format.

Peer Reviews

The group swapped memos and did reviews on each other's work.

Organisation Plan

It was decided to defer discussion on this topic until the next meeting.

or write 'to be decided' or 'no further meeting'

Date of Next Meeting:

Thursday 2nd May at 2.00 pm at the Undercroft Cafeteria, Mechanical and Manufacturing Engineering Building.

to indicate agreement

The Meeting closed at 1.30 pm. Signed as a correct record

J. Kim   MHewitt   *MB* **Frances Mathera**

TY Lam   **Paul Hosking**   D Lukas

Inter-office Communication

Memos, Faxes & E-mail

Purpose
Memos are an organisation's method for internal communication. They:
- *inform of decisions, actions or changes*
- *request decisions, actions or changes*
- *provide information which may have been requested or which may be considered of interest*

Description
Memos may be distributed through internal mail, fax, email or placed on a notice board. They can be a bit like a simplified letter or a brief report depending on their purpose.

Presentation/ Layout

Headings are used to show:

- who the memo is going to

- who the memo is from

- the date it was sent

- the subject or title

- any file or reference numbers

Memos are usually typed or neatly written on printed forms.

Language is informal (you can use I, we, you etc.) but not too casual, and while you can be direct, remember to be courteous as well.

Content is meant to be clear, concrete and convincing.

Do not include an inside address, formal greeting/salutations or a complimentary close, such as "yours faithfully". These are standard features for external correspondence, or more formal internal correspondence.

TO: Students in Mechanical & Manufacturing Engineering
FROM: The Learning Centre
DATE: 20. 2. 99
SUBJECT: E-mail Netiquette

FOLLOWING ARE THE DOS AND DON'TS OF E-MAIL NETIQUETTE.

- Read your email regularly and reply to e-mail promptly, if only to say 'message received, I will get back to you'.

- Be brief, clear, courteous and deliver content.

- Before you send any attachment, check with your recipient(s). Attachments can transmit computer viruses or just clutter up a hard drive.

- Do not type in UPPERCASE—this is shouting. Use it only for emphasis.

- Be very careful in attempting irony, humour etc in a message; it might not come over as you intended when it is read, and could be taken as insulting.

- When replying to an e-mail you have received, make sure others know what you are talking about. Include who posted the original message and the subject.

    * when you do quote something mentioned in a previous e-mail, do so briefly and to the point. Nobody wants to see the entire message again! By net convention, quoted lines are preceded by a ">".

- Do not send anything libellous. Libel laws also cover e-mail.

- Be careful about sending confidential information via e-mail.

- Use mailing lists carefully and don't send things to people who aren't interested. "Junk" mail is a nuisance!

- Try not to send multiple copies of the same message. Be sure to check your To: and Cc: fields. Nobody wants the same message 10 times over.

- Always include your name and contact details—your 'signature'.