

## Meeting Minutes

The meeting minutes are the written records of decisions taken by a group of members of a committee after a discussion. They record essential information such as the date and time of the meeting, list of attendees, agendas discussed and decisions made. Minutes are usually structured and formal so that they can be shared after the meeting and serve as historical documents in the future. For those who cannot attend the meeting, minutes bring them up to speed. Minutes also offer accountability for action items that were discussed during the meeting. More importantly, if an organization enters into any sort of legal situation, minutes serve as an official record proving due diligence, ethics, and bylaw compliance. Meeting minutes help executives to implement plans and policies. The secretary most often takes meeting minutes.

### How to Write Meeting Minutes?

The style and content of meeting minutes will vary depending on the organization and how it's structured. Regardless, you should always include the basics, like date, time, and participants. But many organizations will also benefit from having other, optional items like supplementary documents and action items. Once the meeting has commenced, use your notes to write and edit your minutes, and then share them. It helps to write out your meeting minutes as soon as the meeting concludes so that you don't miss anything.

### Basic Elements of Meeting Minutes

The most essential elements to include in your meeting minutes are: date, time, location, participants, topics discussed, outcomes, next meeting date and venue.

### Board Meeting Minutes

#### ABC Construction Pvt. Ltd.

Hattiban, Lalitpur Nepal

Meeting Minutes

December 15, 2024

#### Call to order

Manohar Chauhan, the Chair of the Board, called to order the regular meeting of ABC Construction, Lalitpur, Nepal, at 2 p.m. on December 15th, 2024, in the office's meeting hall.

#### Attendance

Facilitated by the secretary.

The Secretary conducted the roll call. The following members were present:

Manohar Chauhan- Chairperson

Nimesh Khanal- Secretary

Nisha Sharma- Treasurer

Tirtha Bhandari- Member

Vijaya Pandit- Member

Anju Adhikari- Member

Raju Bhujel- Member

The following persons were absent:

Sundar Gautam- Member

Buddhi Ram Sharma- Member

Approval of minutes

Secretary Nimesh Khanal read the minutes from the last meeting. The minutes were approved.

### **New Agendas**

Agenda no.1- About extending a new branch of the office

Agenda no. 2- Strengthening the services given by the office

Agenda no. 3 -Miscellaneous

### **Discussion and Decisions Taken**

1. Discussing the first agenda of the meeting, the board unanimously passed the agenda put forward by the secretary. It decided to run a new branch of the office at Kuleshwor, Kathmandu in March 2025.
2. The Board decided to run a two-day training program for the staff and it decided to buy 5 new computers to run everyday business smoothly.
3. The Committee discussed the sanitation problem faced by the office and decided to hire part-time cleaning staff. The meeting ended with an agreement to call the next meeting in February 2025. Finally, the Chairperson thanked everyone followed by a closing remark.

Chairperson

(Manohar Chauhan)

Secretary

(Nimesh Khanal)