



Writing Agenda and Minutes

KALIM MIRZA

meeting
minutes

Agenda

- A list of matters to be taken up (as at a meeting)
- The agenda is an outline of what the meeting will address.
- Always prepare an agenda for a meeting, even if it is only an informal list of main topics.

Agenda

- The agenda should be distributed to attendees a day or two before the meeting.
- For a longer meeting in which participants are required to make a presentation, try to distribute the agenda a week or more in advance.

Agenda

- The agenda should list the attendees, the meeting time and place, and the topics you plan to discuss.

- Notice
- Memo
- Agenda



Agenda

- If the meeting includes presentations, list the time allotted for each speaker.
- Finally, indicate an approximate length for the meeting so that participants can plan the rest of their day.

Agenda

- The agenda is usually prepared by the Secretary and Chairperson
- Informal groups can use a whiteboard to write out their agenda

Agenda

- Use descriptive headings, indicating what is to be discussed with each item. No issue should be raised without a recommended course of action as this will assist the committee to think about solutions
- Ensure a logical flow from one item to the next.
- A review of the previous meeting's agenda can ensure continuity and follow up.

Agenda

NOKIA MOBILES

A meeting of the regional managers of Nokia Mobiles will be held on Monday, May 21, 2012 in the Head Office New City Lahore at 11:00 AM. The Following will participate in the meeting:

Mr. Ameer Mahmood	Managing Director Nokia Mobiles
Mr. Kamran Akbar	Manager Nokia Mobiles, Islamabad
Ms. Mona Salim	Sub Manager Nokia Mobiles,
Mr. Ahmad Hanif Ramy	Manager Nokia Mobiles,

The purpose of the meeting is to discuss:

1. Salary structure of the employees
2. Energy crises
3. Improvement in service
4. Launching the new products

Design Meeting Agenda

Purpose: To get creative ideas for the abc software
Date: Monday, May 11, 2012
Place: Conference Room E
Time: 9:30 a.m.–11:00 a.m.

Attendees: New Products Manager, Software Engineering Manager and Designers, Technical Publications Manager, Technical Training Manager

Topic	Presenter	Time
ABC Software	ABC	9:30–9:45
The Campaign	ABC	9:45–10:00
The Design Strategy	ABC	10:00–10:15
Discussion Led by	ABC	10:15–11:00

Minutes

- Minutes are the accurate written record of meetings
- It is useful to have a written record of the meeting, what you've decided to do and who is going to do it
- memories are unreliable!
- This is true even if the meeting is very small and informal

Minutes

- Minutes keep members of the group who weren't able to attend a meeting informed about what went on



Types

- 1. Verbatim
- 2. Resolution
- 3. Narration

1. Verbatim

Court reporting. Word for word

Types

- Resolution
 - Main conclusion that is reached at
 - Not discussion
- for AGMs and Statutory meetings

Note exact wording of any resolution passed

Types

- Narration
- Concise summary of all the discussion
- Past tense and reporting speech
- Dr. Riaz emphasized on facilitating the students

Tasks involved

- Taking rough notes during your meetings.
- Writing up these notes neatly or typing them out.
- Copying and distributing them to relevant people.
- Keeping all minutes together in a file for future reference.

What should you write down?

- Don't try to write everything down – it's impossible and not useful.
- Concentrate on WHAT has been decided and WHO is going to do it. These are the most important things to have records of.
- Don't worry about producing the perfect minutes – it's not a test or a competition.

Writing rough notes

- The rough notes you take at the meeting need to be clear enough for you to make sense of them when you come to write them up! The following things can help:
- Start the page with the name of your group, date and place of meeting.
- Always put an underlined heading for each separate item.

Writing rough notes

- Leave a few lines space between one item and the next, so you have room to add other points if the discussion comes back to it later in the meeting.
- Underline or highlight decisions and who has agreed to do what.
- Remember that the minutes need to be understood by someone who wasn't at the meeting, so you need to give a bit of background.
- For example, 'the people in NTU were disgusted by the rubbish in the street' rather than
- 'they all thought it was disgusting'.

Writing Minutes

- The most important thing is to write the minutes up quickly. Don't put the job off for weeks - it makes a huge difference if the meeting is still fresh in your mind.

The order for typing minutes is

- Heading - name of group, date, time and place
- Meeting purpose Statement
- Those who were present in alphabetical order (preferably)
- People who were invited
- Apologies from members who were unable to attend the meeting
- Observers
- Reading of the last minutes
- Matters arising from the minutes
- Reports and general matters
- Any other business
- Date of next meeting
- Chairman's signature

WYETH MEDICAL CENTER

Minutes of the Monthly Meeting Medical Audit Committee

DATE: June 23, 2012

PRESENT: Dr. Khuram Rasool (Chair), Saqib Najum, Ammar Nasir, Shozib Ali,
Aabis Mahmood (Secretary)

APOLOGIES FOR ABSENCE: Dr. Ineyat Khan, Salman Akbar, Nimrah Afzal

Dr. Khuram Rasool called the meeting in committee room at 12:45 p.m. Dr. Ammar Nasir made a motion that the June 2, 2012, minutes be approved as distributed. The motion was seconded and passed.

The committee discussed and took action on the following topics.

(1) TOPIC: Meeting Time

Discussion: The most convenient time for the committee to meet.

Action taken: The committee decided to meet on the fourth Tuesday of every month, at 12:30 p.m.

- Thank you!

