

Taking Minutes

Minutes are the notes from the meeting:

- They inform absent members of what happened at the meeting
- They are the record of who attended/did not attend and who agreed to do what

Do not try to write down everything what is said at the meeting, as it is an impossible task. Write down the most important things: decisions made, actions agreed.

The secretary usually takes the minutes (or Minutes secretary, if you have one).

What you need to do to take good minutes:

1. Sit close to whoever is chairing the meeting; you need to hear clearly what is said at the meeting
2. Write down the date, the time, and the place of the meeting
3. Write down who is present and who gave their apologies. You can send the signing in sheet around - do not forget to get it back after everyone wrote down their name; or you can simply write all the names in your notes
4. Have the agenda in front of you as it will help you to write the notes from the meeting. It would be useful to have the minutes from the last meeting with you
5. Write every agenda item as an underlined heading - it might be easier for you to read the notes later
6. Leave space between agenda items as you might need to add extra notes
7. Write down whether the minutes from the last meeting were accepted as a true record and whether there are any outstanding actions
8. Write down every decision that was made (agreed) at the meeting
9. Write down every ACTION agreed and the name of the person doing it – if you are unsure ask the Chairperson to confirm what was agreed /who is doing it
10. Type the minutes straight after meeting, you may not remember everything days later
11. If you like, you can ask the Chairperson to check the minutes
12. Send the minutes out to all the members (if you have a system for this) – and /or bring them the minutes to the next meeting

Example:

<u>Group name, date, venue</u>	
<u>Present:</u>	
<u>Apologies:</u>	
<u>Matters Arising</u>	
	OUTSTANDING ACTION:
	What has not been completed & who will do it
Minutes have been read and agreed.	
<u>1st agenda item:</u>	
	ACTION:
	Name of the person and what they agreed to do.
<u>AOB:</u>	
<u>Date of next meeting:</u>	