



## How to Write Meeting Minutes?

### What are Meeting Minutes?

Meeting minutes are notes that are recorded during a meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken. The minutes of a meeting are usually taken by a designated member of the group. Their task is to provide an accurate record of what transpired during the meeting.



### Steps Involved in Recording Meeting Minutes

There are five main steps involved in recording the minutes of a meeting. They are:

- Pre-planning
- Record-taking
- Writing or transcribing the minutes
- Sharing meeting minutes
- Filing or storage of minutes for referencing in the future



## **What to Include in Meeting Minutes**

Before recording any details, a designated minutes recorder should familiarize themselves with the type of information that they should record. A group may be using a specific format to record notes but, overall, the minutes of a meeting typically include the following details:

- Date and time the meeting happened
- Names of attendees, as well as absent participants
- Acceptance of, or amendments made to, the previous meeting's minutes
- Decisions made regarding each item on the agenda, such as:
  - Activities undertaken or agreed upon
  - Next steps
  - Outcomes
  - Motions accepted or rejected
  - Date and time of the next meeting

## **The Process of Writing Meeting Minutes**

When the meeting ends, the individual tasked with writing minutes should get all the resources he needs to write up the minutes in a clear, presentable way. Here are some tips to consider:

- Once the meeting ends, don't take too long to write the minutes. This way, everything that took place in the meeting is still fresh in your mind.
- Review the outline that had been created earlier and make adjustments where necessary.
- Revise the minutes and ensure they're brief but clear.



## Meeting Minutes Template

**Organization/Committee Name**

Meeting Minutes

Date

### **Opening**

The regular meeting of the Organization/Committee Name was called to order at time on date in location by Facilitator Name.

### **Present**

Attendee names

### **Approval of Agenda**

The agenda was unanimously approved as distributed.

### **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

### **Open Issues**

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

### **New Business**

Summarize the discussion for new issues, state the next steps, and assign any action item.

### **Agenda for Next Meeting**

List the items to be discussed at the next meeting.

### **Adjournment**

Meeting was adjourned at time by Facilitator Name. The next general meeting will be at time on date, in location.

---

## Reference Video =>>>

<https://youtu.be/udtdxJUUEc>

[https://youtu.be/cST\\_Q5VpLRw](https://youtu.be/cST_Q5VpLRw)

<https://www.wildapricot.com/blog/how-to-write-meeting-minutes#why-are-they-called-minutes-of-a-meeting>