

Meeting Minutes

Meeting minutes document the discussion in a meeting. They can be extremely detailed or be focused on actionable items from the meeting. Very detailed meeting minutes read almost like court reporter notes and attempt to capture all the discussion points. While detailed meeting minutes can be helpful, they aren't really very practical, except in situations that have legal overtones. Meeting minutes are more likely to be useful when they provide information on the key points, action items that arose in the meeting, and do not include meeting minutia.

Materials needed:

In the most ideal situation, meeting minutes are written directly on the computer. When that is not practical, meeting minutes can be captured with pen and paper and later transcribed into the computer for distribution.

Time:

Taken during the course of the meeting. If transcribing after the meeting, will also take approximately 10-15 minutes additional time to transcribe and distribute

Who is involved:

- An official scribe should be assigned at the start of the meeting.
- The role of the scribe can be rotated among meeting attendees.
- Idea: Always have the last person entering the meeting be responsible for the meeting minutes.

Directions:

Decide on the key elements to be included in the meeting minutes. Follow the same format for all meeting minutes associated with a meeting. There are templates available on the Microsoft site or you can make your own.

Suggested items for inclusion (see example on next page):

- Meeting name
- Meeting organizer
- Date and time of meeting
- Record meeting start and time
- Record of meeting attendees
- Key points from the meeting
- Actions generated from the meeting.
- Meeting scribe

MEETING MINUTES FOR <meeting name>
MEETING ORGANIZER: <organizer name>
<Date> <Time>

Meeting Attendees:

Name	Name	Name	Name	Name
Name	Name	Name	Name	Name
Name	Name	Name		

Meeting start time: <Time>

Key Points:

- Point 1: Detail
- Point 2: Detail
- Point etc: Detail

Action Items:

#	Who	What (Action)	By When (Due Date)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Meeting end time: <Time>

Recorded by: <Scribe name>