Meeting Minutes Cheat Sheet

What are meeting minutes?

The *Minutes of a Meeting* are a written record of the proceedings of a meeting and the decisions that occur during a meeting. They include:

- *Details of where and when the meeting took place*
- *Who attended the meeting and who sent apologies*
- *Confirmation of the previous Minutes*
- *Who chaired the meeting*
- *What was discussed, whether it was on the Agenda or not*
- *What decisions were made*
- *What actions were decided upon and who agreed to follow through on them*
- *Any specific tasks assigned, including completion dates*

The Minutes create a shared group memory. Individuals selectively perceive, retain and recall their own experiences. Therefore, meeting participants will remember a meeting quite differently from one another.

Role of the Chairperson

The Chair has the following responsibilities:

- *Prepare the Agenda in consultation with colleagues*
- *To maintain control of the meeting – i.e. maintain the focus of the meeting and avoid irrelevant and/or unhelpful negative discussions*
- *To promote goodwill among participants*
- *To ensure every participant has equal opportunity to speak*
- *To help participants reach decisions*
- *To achieve the goals of the meeting.*

Role of the Minute Taker

The Minute Taker has the following responsibilities:

- *Prepare enough copies of documentation for all participants*
- *Distribute the Agenda with accompanying documentation and the Minutes of the previous meeting in a timely manner*
- *Prepare the meeting environment*
    - *book room*
    - *arrange adult seating*
    - *check all equipment i.e. laptop computer*
    - *organise water, light refreshments if desired*

Guidelines for Writing Minutes

During Meeting

- *Identify the main points or issues in the discussion*
- *Take down only the important points (those related to the meeting's objective or specific Agenda Items*
- *Write lists using dot points to accurately capture the discussion*

After Meeting

- *Check details such as names, dates, titles and contact details.*
- *Spelling/Grammar*
- *Consistency of layout style*
- *Agenda items are all accounted for*
- *Details are accurate*
- *Distribute to all attendees and post of newsfeed (internal/secure section)*