Taking Meeting Minutes

Have you just been elected secretary for your organization? Keeping track of meeting minutes is an essential job duty for organizations; here are some steps to take to ensure success!

The Basics:

- Decide what method you will use to record minutes—paper and pen or computer.
- Start a sign in sheet for meetings to keep track of attendance.
- Make note of the date of the meeting as well as start and end time. Keep a copy of the agenda with you to stay on track during the meeting.
- Listen to reports from executive board and/or committee members.
- Have minutes from the previous meeting in case there are any questions regarding old business.
- Once the meeting is adjourned type up notes in a timely manner to be distributed to the organization.

Helpful tips:

- Be concise, don’t mark write/type unimportant details.
- Sit in a location so that you will be able to hear everyone speak. Ask questions for clarification when you missed an important detail.
- Don’t forget just because you are taking notes doesn’t mean you can’t participate in the meeting!
Sample Minutes

Name of Organization or Committee
Day & Date
Time
Location

MINUTES

PRESENT: A list of first and last names of all those present at the meeting.

ABSENT: A list of first and last names of member who did not send in an excuse.

1. CALL TO ORDER/OPENING REMARKS
2. APPROVAL OF THE MINUTES FROM (DATE)
3. ADDITIONS TO THE AGENDA
4. APPROVAL OF THE AGENDA
5. BUSINESS ARISING OUT OF THE PREVIOUS MEETING
6. ITEM # 1 TO BE DISCUSSED
   • Put a summary of the discussion around the topic
   • If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
   • Task: put who is to do it and when it is to be completed by (DATE)
7. ITEM #2 TO BE DISCUSSED
   • Put a summary of the discussion around the topic
   • If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed
   • Task: put who is to do it and when it is to be completed by (DATE)
8. ADDITIONS TO THE AGENDA
9. ADJOURNMENT (Record the time the Chair adjourned the meeting.)
10. NEXT MEETING (DATE)