

Writing meeting “minutes”

To avoid wasting your time spent in meetings, be sure your notes and minutes answer these 10 questions:

1. When was the meeting?
2. Who attended?
3. Who did not attend? (Include this information if it matters.)
4. What topics were discussed?
5. What was decided?
6. What actions were agreed upon?
7. Who is to complete the actions, by when?
8. Were materials distributed at the meeting? If so, are copies or a link available?
9. Is there anything special the reader of the minutes should know or do?
10. Is a follow-up meeting scheduled? If so, when? where? why?

Minutes need headings so that readers can skim for the information they need. Your template may include these:

Minutes of the last meeting

Matters arising from the last minutes

The agenda of the meeting itself

Topics

Decisions

Actions Agreed Upon

Person responsible

Deadline

Next Meeting

Date and Time

Location

Agenda items

Any other business (AOB)