How to Write Up Meeting Minutes

Taking Minutes

Steps

**Step One**
Obtain the meeting agenda, minutes from the last meeting, and any background documents to be discussed. Consider using a tape recorder to ensure accuracy.

**Step Two**
Sit beside the chairperson for convenient clarification or help as the meeting proceeds.

**Step Three**
Write "Minutes of the meeting of (exact association name)."

**Step Four**
Record the date, time and place of the meeting.

**Step Five**
Circulate a sheet of paper for attendees to sign. (This sheet can also help identify speakers by seating arrangement later in the meeting.) If the meeting is an open one, write down only the names of the attendees who have voting rights.

**Step Six**
Note who arrives late or leaves early so that these people can be briefed on what they missed.

**Step Seven**
Write down items in the order in which they are discussed. If item 8 on the agenda is discussed before item 2, keep the old item number but write item 8 in second place.

**Step Eight**
Record the motions made and the names of people who originate them.
Step Nine
Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method) and whether the vote is unanimous. For small meetings, write the names of the attendees who approve, oppose and abstain from each motion.

Step Ten
Focus on recording actions taken by the group. Avoid writing down the details of each discussion.

Tips & Warnings

• You do not need to record topics irrelevant to the business at hand. Taking minutes is not the same as taking dictation.
• Consult only the chairperson or executive officer, not the attendees, if you have questions.
• The person taking minutes does not participate in the meeting.

Transcribing Minutes

Steps

Step One
Transcribe minutes soon after the meeting, when your memory of the event is still fresh.

Step Two
Follow the format used in previous minutes.

Step Three
Preface resolutions with "RESOLVED, THAT..."

Step Four
Consider attaching long resolutions, reports or other supplementary material to the minutes as an appendix.

Step Five
Write "Submitted by" and then sign your name and the date.

Step Six
Place minutes chronologically in a record book.

**Tips & Warnings**

- Write in a concise, accurate manner, taking care not to include any sort of subjective opinion.
- No matter what type of minutes you take, focus on capturing and communicating all important actions that took place.
[Company/Department Name]

Meeting Minutes

[Date]

I. Call to order

[Name of Meeting Facilitator] called to order the regular meeting of the [Organization/Committee Name] at [time of meeting] on [date of meeting] in [Location of Meeting].

II. Roll call

[Name of Organization Secretary] conducted a roll call. The following persons were present: [List of Attendees]

III. Approval of minutes from last meeting

[Name of Organization Secretary] read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

a) [Open issue/summary of discussion]
b) [Open issue/summary of discussion]
c) [Open issue/summary of discussion]

V. New business

a) [New business/summary of discussion]
b) [New business/summary of discussion]
c) [New business/summary of discussion]

VI. Adjournment

[Name of Meeting Facilitator] adjourned the meeting at [time meeting ended].

Minutes submitted by: [Name]

Minutes approved by: [Name]