

# Writing simple meeting minutes

Writing simple meeting minutes involves capturing essential details of what transpired during a meeting in a clear, concise, and structured manner:

## 1. Preparing Before the Meeting

Before the meeting starts, it's crucial to prepare yourself to take effective minutes:

### A. Review the Agenda:

- ❖ Familiarize yourself with the meeting agenda.
- ❖ This helps you anticipate the topics and discussions that will occur.

### B. Prepare a Template:

- ❖ Use a structured template to organize your notes.
- ❖ This template should include sections such as meeting details, attendees, agenda items, discussions, decisions, action items, and next steps.

### C. Identify Attendees:

- ❖ Make a list of expected attendees based on the agenda.
- ❖ Note down who is present and who is absent during the meeting.

## 2. During the Meeting

During the meeting, your role is to capture relevant information accurately:

### **A. Record Essential Details:**

- ❖ Start by noting the date, time, location, meeting purpose, and who is leading the meeting (facilitator).
- ❖ Record any introductions or opening remarks made.

### **B. Take Notes on Agenda Items:**

- ❖ As each agenda item is discussed, record key points and decisions made.
- ❖ Use bullet points to capture concise summaries of discussions.
- ❖ Note any action items assigned, including who is responsible and the deadline.

### **C. Clarify When Necessary:**

- ❖ If something is unclear during the meeting, don't hesitate to ask for clarification.
- ❖ It's important to capture accurate information.

#### **D. Note Discussions and Decisions:**

- ❖ Record the main points of discussions, especially any decisions or agreements reached.
- ❖ Note any voting outcomes or consensus reached on important matters.

### **3. Structuring the Minutes**

After the meeting, organize your notes into a structured format:

#### **A. Header:**

Start with the header containing the meeting details (date, time, location), attendees (present and absent), and the name of the facilitator.

#### **B. Call to Order:**

Note when the meeting officially began and any opening remarks made by the facilitator.

#### **C. Approval of Previous Minutes:**

Record any amendments made to the previous meeting minutes and whether they were approved.

#### **D. Agenda Items:**

Summarize each agenda item discussed.

Include:-

- I. Topic:** The subject of discussion.
- II. Discussion:** Key points discussed.
- III. Decisions:** Any decisions made or actions agreed upon.
- IV. Action Items:** Specific tasks assigned, including responsible individuals and deadlines.

#### **E. Any Other Business (AOB):**

Document any additional topics discussed that were not originally on the agenda.

#### **F. Summary and Next Steps:**

Provide a brief summary of the meeting's outcomes and decisions. List all action items clearly with assigned responsibilities and deadlines.

#### **G. Adjournment:**

Note the time the meeting adjourned and any closing remarks made by the facilitator.

## 4. Writing the Minutes

When writing the minutes, keep the following tips in mind:

### **A. Be Clear and Objective:**

- ❖ Use clear and concise language.
- ❖ Avoid jargon or overly technical terms unless necessary.

### **B. Use Bullet Points:**

- ❖ Organize information using bullet points to make it easy to read and understand.

### **C. Include Relevant Details:**

- ❖ Capture all relevant details without unnecessary elaboration.
- ❖ Focus on the key points and decisions.

### **D. Stay Neutral:**

- ❖ Remain objective in your writing.
- ❖ Avoid personal opinions or interpretations.

## 5. Review and Distribute

### A. Review:

- ❖ Review the draft minutes for accuracy and completeness.
- ❖ Ensure all important details are included and correctly recorded.

### B. Edit:

- ❖ Edit for clarity and coherence.
- ❖ Correct any spelling or grammatical errors.

### C. Distribute:

- ❖ Share the finalized minutes with all participants and stakeholders.
- ❖ Ideally, distribute the minutes shortly after the meeting while discussions are still fresh in everyone's mind.

## Example of Simple Meeting Minutes

### Meeting Minutes

Date: [Insert Date]

Time: [Start Time] - [End Time]

Location: [Insert Location]

Facilitator: [Insert Name]

Attendees: [Insert Names]

Absentees: [Insert Names]

### 1. Call to Order

Meeting called to order at [Start Time] by [Facilitator].

Opening remarks by [Facilitator].

### 2. Approval of Previous Meeting Minutes

Previous meeting minutes reviewed.

Approved as written/amended.

Amendments: [List any changes].

### **3. Agenda Items**

#### **1. Welcome and Introductions**

Led by [Facilitator].

Brief introductions and welcome to new members.

#### **2. Review of Previous Meeting Minutes**

Led by [Secretary].

Discussion of any changes or updates to the previous minutes.

Approval of the previous meeting's minutes.



### 3. Project Progress Update

Led by [Project Manager].

Overview of project milestones achieved since the last meeting.

Presentation of key metrics and data.

Open floor for questions and discussion.

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

### 4. Upcoming Deadlines and Deliverables

Led by [Team Members].

Discussion of upcoming deadlines.

Assignment of tasks and responsibilities.

Identification of potential risks or challenges.

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

## 5. Issues and Obstacles

Open Discussion.

Identification of any issues or obstacles faced by team members.

Brainstorming possible solutions.

Assignment of tasks to resolve issues.

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

## 4. Any Other Business (AOB)

Open Discussion.

Topics: [List additional topics].

Decisions made: [List decisions].

Action items: [List action items with responsible individuals and deadlines].

## 5. Summary and Next Steps

Facilitator summarized key points discussed.

Confirmation of action items and responsible individuals.

Next meeting scheduled for [Date, Time, Location].

## 6. Adjournment

Meeting adjourned at [End Time].

Closing remarks by [Facilitator].